AGENDA

BOARD OF MAYOR AND ALDERMEN

October 18, 2005

7:30 PM Aldermanic Chambers City Hall (3rd Floor)

- 1. Mayor Baines calls the meeting to order in joint session with the Library Trustees.
- **2.** The Clerk calls the roll.

<u>Board of Aldermen:</u> Aldermen Roy, Gatsas, Guinta, Sysyn, Osborne, Porter, O'Neil, Lopez, Shea, DeVries, Garrity, Smith, Thibault, Forest

<u>Library Trustees:</u> Joanne Barrett, Mary Heath, Joseph Sullivan, Kevin Devine, Madeleine Roy, Jeffrey Hickock, Karen Sheehan-Lord

- 3. Mayor Baines advises that nominations are in order to fill the expired term of Joanne Barrett; such nominations to be made for a term to expire October 1, 2011.
- 4. Following nominations, a motion is in order to close the nominations.
- 5. Unless there be a motion to suspend the rules to confirm the nominations, all nominations made shall layover to the next meeting.
- 6. If there is no further business to come before the joint session, a motion is in order to adjourn.
- 7. Mayor Baines calls the regular meeting of the Board to order.
- **8.** The Clerk calls the roll.

- 2
- 9. Presentation of the Manchester Arts Award to Mr. Robert Raiche.
- 10. Presentation of Certificates of Appreciation to members of the Manchester Fire Department who served in the Katrina disaster area: Captain James Roy, Lt. Robert Beaudet, Lt. Jeff MacDowell, Firefighter Jeff Goley, Firefighter James Provencher, Firefighter Witty Phelps, Firefighter Timothy Morgrage, Firefighter Joel Monroe and Firefighter Ryan Cashin.
- 11. Presentation by Southern New Hampshire Planning Commission of the Regional Transit Feasibility Study.

CONSENT AGENDA

12. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Ratify and Confirm Poll Conducted

 A. On October 3, 2005 approving rescheduling of Board meetings for November/December to one meeting each month to be held on November 15th and December 6, 2005. (Unanimous vote)

Accept BMA Minutes

B. Minutes of meetings held on May 23, 2005 (one meeting) and June 7, 2005 (two meetings).

Informational – to be Received and Filed

C. Minutes of the Mayor's Utility Coordinating Committee meeting held on September 21, 2005.

D. Minutes of the MTA meeting held on August 30, 2005 and the Financial and Ridership Reports for the month of August 2005.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

E. Resolutions:

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Sixteen Thousand Dollars (\$16,000) for the 2006 CIP 214106 Firesafe Intervention Program."

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Three Hundred Fifty Two Thousand Three Hundred Seventy Seven Dollars and Forty Five Cents (\$352,377.45) for FY2006 CIP 411706 – 2006 Homeland Security & Hazardous Materials Project."

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Five Thousand Dollars (\$45,000) for FY2006 CIP 610506 Valley Cemetery Project."

"Amending the FY2004, 2005 and 2006 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for FY2006 CIP 612206 Neighborhood Revitalization Economic Incentive Program."

"Amending the FY2006 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Thousand Two Hundred Dollars (\$2,200) for FY2006 CIP 612306 Facility Repairs – Manchester Emergency Housing Project."

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Forty Thousand Dollars (\$140,000) for various CIP Projects."

4

"Authorizing the Finance Officer to effect a transfer of One Thousand Dollars (\$1,000.00) from Contingency to Highway – Miscellaneous."

REPORTS OF COMMITTEES

COMMITTEE ON BILLS ON SECOND READING

F. Recommending that Ordinance:

"Amending Sections 33.024, 33.025 & 33.026 (Development Coordinator) of the Code of Ordinances of the City of Manchester."

ought to pass as amended. (Aldermen Lopez, Roy, Sysyn and DeVries voted yea; Alderman O'Neil voted nay.)

COMMITTEE ON COMMUNITY IMPROVEMENT

- G. Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$16,000 for FY2006 CIP 214106 Firesafe Intervention Program, and for such purpose a resolution and budget authorization have been submitted.

 (Unanimous vote)
- H. Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$45,000 for FY2006 CIP 610506 Valley Cemetery Project, and for such purpose a resolution and budget authorization have been submitted.

 (Unanimous vote)
- I. Recommending that the Board authorize transfer and expenditure of funds in the amount of \$150,000 for FY2006 CIP 612206 Neighborhood Revitalization Economic Incentive Program, and for such purpose a resolution and budget authorization have been submitted. (Unanimous vote)

- J. Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$2,200 from FY06 CIP 612306 Facility Repairs Manchester Emergency Housing Project, and for such purpose a resolution and budget authorization have been submitted. (Unanimous vote)
- K. Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$140,000 for various CIP projects, and for such purpose a resolution and budget authorization have been submitted. (Unanimous vote)
- L. Recommending that the Fire Chief be authorized to accept several grants totaling \$352,377.45 for various Homeland Security and Hazardous Materials activities, and for such purpose a resolution and budget authorization have been submitted.

 (Unanimous vote)
- M. Recommending that funding in the amount of \$1,500 be utilized for the installation of a raised island on Cohas Avenue at Island Pond Road. If the \$1,500 cannot be found by CIP staff and is not available in the Highway Department budget, it is recommended that the funding be transferred from Contingency to the Highway Department.

 (Unanimous vote)
- N. Recommending that the proposed Short Term Municipal/County Cleaner Manchester Project be approved.

 (Unanimous vote)
- O. Recommending that funding to install partitions for the Employee Assistance Program at 1045 Elm Street be approved. The Committee notes that the funding is to come out of the City Space Improvements Project subject to review of the lease agreement by the City Solicitor. (Unanimous vote)
- P. Recommending that the Board authorize the City to enter into a contract with Manchester Neighborhood Housing Services and Freddie Mac to create a Workforce Housing Initiative to offer assistance to City employees by providing home ownership counseling seminars.

 (Unanimous vote)

Q. Recommending that a petition for the discontinuance of a portion of Union East Back Street and a petition for the discontinuance of a portion of Spruce South Back Street be referred to a road hearing to be scheduled by the City Clerk.

(Unanimous vote)

COMMITTEE ON JOINT SCHOOL BUILDINGS

- R. Advising that they have authorized an RFP to be done for consultant services for the design work to enclose the open concept classrooms. (Unanimous vote with School Committee Members Perry and Kelley absent.)
- S. Advising that they have approved the proposal (enclosed herein) for the installation of granite War Memorials at Central High School. (Unanimous vote with School Committee Members Perry and Kelley absent.)

COMMITTEE ON TRAFFIC/PUBLIC SAFETY

T. Recommending that they have approved an Ordinance:

"Amending Chapter 70: Motor Vehicles and Traffic by deleting Sections 70.61-70.65 dealing with snow removal and amending Chapter 71: Snow Emergency Regulations of the Code of Ordinances of the City of Manchester."

and recommends that same be referred to the Committee on Bills on Second Reading for technical review. (Unanimous vote)

U. Recommending that regulations governing standing, stopping, parking and operations of vehicles be adopted and put into effect when duly advertised and posted.

(Unanimous vote)

V. Advising that they have requested the Police Chief to provide a police detail at the Victory Parking Garage on Thursday, Friday and Saturday nights due to recent vandalism and that this detail be paid for by the owners of Club Liquid.

SPECIAL COMMITTEE ON RIVERFRONT ACTIVITIES AND BASEBALL

W. Advising that they have authorized the Finance Officer to release letters of credit relating to the Riverfront Development project in accordance with the Make-Whole agreement as the project has reached the 60% completion level.

(Unanimous vote – Alderman Gatsas absent)

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

- 13. Nominations to be presented by Mayor Baines, if available.
- **14.** Confirmation of the nominations to the Planning Board as follows:

Steven B. Hinchee to fill the unexpired term of Mark Isenberg, term to expire May 1, 2006; and

Don Veilleux to serve as the Ex-Officio member of the Board.

A motion is in order to confirm the nominations to the Planning Board as presented.

- 15. Confirmation of the nomination of Douglas Wenners to succeed himself as a member of the Conduct Board, term to expire October 1, 2008.
 - A motion is in order to confirm the nomination as presented.
- 16. Confirmation of the nomination of Alderman Daniel P. O'Neil to serve as a Manchester representative on the Southern New Hampshire Planning Commission.

A motion is in order to confirm the nomination as presented.

- A motion is in order to recess the regular meeting to allow the Committee 17. on Finance to meet.
- 18. Mayor Baines calls the meeting back to order.

OTHER BUSINESS

- 19. Report(s) of the Committee on Finance, if available. Ladies and Gentlemen, what is your pleasure?
- Warrant to be committed to the Tax Collector for collection under the Hand 20. and Seal of the Board of Mayor and Aldermen for the collection of sewer charges.

(Note: Clerk to present amount at meeting.)

Ladies and Gentlemen, what is your pleasure?

- 21. Resolutions: (A motion is in order to read by titles only.)
 - "Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Sixteen Thousand Dollars (\$16,000) for the 2006 CIP 214106 Firesafe Intervention Program."
 - "Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Three Hundred Fifty Two Thousand Three Hundred Seventy Seven Dollars and Forty Five Cents (\$352,377.45) for FY2006 CIP 411706 - 2006 Homeland Security & Hazardous Materials Project."
 - "Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Five Thousand Dollars (\$45,000) for FY2006 CIP 610506 Valley Cemetery Project."

"Amending the FY2004, 2005 and 2006 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for FY2006 CIP 612206 Neighborhood Revitalization Economic Incentive Program."

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"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Forty Thousand Dollars (\$140,000) for various CIP Projects."

"Authorizing the Finance Officer to effect a transfer of One Thousand Dollars (\$1,000.00) from Contingency to Highway – Miscellaneous."

A motion is in order that the Resolutions pass and be enrolled.

22. NEW BUSINESS

- a) Communications
- b) Aldermen
- 23. If there is no further business, a motion is in order to adjourn.





Memo To:

CITY OF MANCHESTER Office of the City Clerk



Leo R. Bernier City Clerk

Carol A. Johnson **Deputy City Clerk**

Paula L-Kang **Deputy Clerk Administrative Services**

Matthew Normand Deputy Clerk Licensing & Facilities

Patricia Piecuch **Deputy Clerk** Financial Administration

Date:

From:

September 29, 2005

City Clerk

Board of Mayor and Aldermen

Re:

Poll regarding meeting schedule for November/December

With the upcoming election and the need for additional training sessions for election officials this office is requesting the Board suspend its rules and combine the two regular meetings in November and schedule only one meeting to be held on November 15th.

In previous years the second meeting of December held just before the Christmas Holiday is generally brief in nature. Given the holiday season, need for planning of the inaugural ceremonies and the conversion of one of the Clerk's databases, it is suggested that the Board consider suspending the rules and holding only one meeting in December, the first Tuesday, December 6.

If no response is received by Noon on Monday, October 3rd, your vote will be cast in the affirmative. Should you desire to be recorded in opposition, please advise promptly.



CITY OF MANCHESTER Office of the City Clerk



Leo R. Bernier City Clerk

Carol A. Johnson Deputy City Clerk

Paula L-Kang Deputy Clerk Administrative Services

Matthew Normand Deputy Clerk Licensing & Facilities

Patricia Piecuch Deputy Clerk Financial Administration

MEMORANDUM

To:

Board of Mayor and Aldermen

From:

Lisa Thibault, City Clerk's Office

Date:

October 13, 2005

Subject:

BMA Minutes for Acceptance

Enclosed for your review and consideration are copies of minutes for meetings on the following dates:

May 23, 2005 (1) June 7, 2005 (2)

which will appear on the October 18, 2005 BMA agenda.

Attachments

September 21, 2005 CITY (LERK'S UFFICE It would be greatly appreciated if a representative from each Department or Utility attend the monthly meetings so that any essential information could best assist and/or work with affected parties.

The meeting was called to order by Peter Capano at 10:05 AM.

MANCHESTER HOUSING AUTHORITY

Ward

#3 89 Pine Street

- Looking to relocate construction division.

#12 French Hall

 Selected J.P. Sercel Assoc. to develop plan for occupancy in May '06. (Lazer & Design production company.)

#12 Hackett Hill

 Awarded to Ouest Engineering of Gorham, Maine for engineering services, land planning, subdivision and infrastructure of the Northwest Industrial Park.

#4 MHRA is in a joint venture with Southern NH Services to construct 28 units of elderly housing on the vacant lot at #628 Hanover Street. The lot is formerly the Somascan property. \$2.6 million grant received from HUD. David White is the architect. North Branch Construction is building and hope to open in late November.

#11 Brown School

- The Phase 1 Environmental Assessment and a structural survey have been completed. Variances have been approved. Application was heard by Planning Board on June 23rd. Request for funding will be resubmitted in January.
- #2 Old Wellington Rd. Construction of apartment buildings well underway on Old Wellington Road. Building #1 fully occupied.

 Building #2 partially occupied, and Building #3 will be occupied in September.

#3 Jac-Pac

 City now owns property. Phase 1 and 2 environmental assessment are done. Access to Chinberg has been granted. Continuing to look for interim use proposals. CMC will lease 350 parking spaces for 18 months during construction of garage/office building.

STATE PROJECTS

#6	Candia	Road
	[Bypass	28-I-93]

 NH Department of Transportation has developed ROW plans. A two-year construction period is expected. R.S. Audley has begun work constructing drainage and dry sewer.

#8 1-293

- Phase 3: Continental Paving has resumed the last phase of widening from S. Willow to I-93 split soon.

#11 Granite St./F.E. Everett Trnpk Imprv.

Work on the NHDOT "B" contract is on going. This
includes relocation of the existing interceptor sewer, the
relocation of Allard Drive and construction of a new sound
wall between the southbound on-ramp and Turner Street.

The NHDOT "C" contract bids were opened on June 28th 2005. Middlesex Corp. of Mass. was low bidder at \$28,687,750 which includes the City's work on Granite Street between Main St. and the river plus turnpike work.

The City's Granite St. Bridge Contract (west abutment to Commercial Street) is out to bid. Bids are due July 20, 2005. The remainder of the City's Granite Street work (Commercial St. to Elm St.) will be bid in May 2006.

#8 Airport Access

 The NH Department of Transportation's preliminary design is progressing. Some building demolition will take place this year. Construction is expected to begin in 2006.
 The project will be split into multiple contracts and construction is expected to be complete in 2009.

PLANNING/BUILDING

<u>SUBDIVISIONS</u>

#12 Legacy Dr.

- 11 lot subdivision located between Straw Rd. and Goffstown Road, base pavement is down.

#9 Brown Ave.

- Dunkin' Donuts has Planning Board approval to be located between Evans and On-The-Run.

#8 Bryant Road

- Approved for both condos (56) and single family housing (34). Construction well underway.

#12 Woodland Pond

- 77 lot subdivision for single-family homes approved with roads off Countryside Bldvd. Work has begun in Phase 3.

#1 McLane Lane

Seven unit planned development approved by Planning Board east end of existing road.

Ward #9 Brown Ave. The "Quik Kava" Coffee Shop is being converted to a "Dunkin' Donuts double drive-thru. #12 Cedar Ridge 35-lot subdivision off Hackett Hill Rd. A portion of the Woodland Pond Subdivision sold to Reggie Moreau. #8 270 Stanton St. 4 new lots approved by Planning Board. Utility work underway on one lot. #2 820 Wellington Rd. Walnut Terrace is under construction, eight-lot subdivision road named LaValle Lane. **#3** Chinburg Multiple residential townhouses are under construction with two highrise towers to follow just south of Fisher Cats Stadium. Hoping to begin occupancy in Oct. 2005. SITE PLANS #5 310 Wilson St. Shopping center rehab. – 73,000 SF, new overall 171,000 (Vista Foods) S.F. has Planning Board approval. Foundation work to come soon. Drainage and utility connections are underway. Retail building "B" occupied. "Stop n' Shop" to open next week. "Vista" to close and be demolished. #2 166 LaGrange Ave. - Islamic Society Mosque – 13,000 SF approved by Planning. #3 Bridge/Elm Sts. - Manchester Place Apartment building and parking garage. Parking garage being assembled. #1 2233 River Rd. - Synagogue/Temple proposed at intersection of Bicentennial Drive has Planning Board approval #8 1300 S.Porter St. - 150,000 S.F. Furniture World about complete. Expected occupancy in October. #12 Riverfront Dr. - One 5-unit condo and one 4-unit condo approved. Work has resumed. #3 795 Elm St. - Rehabilitation underway, at Merrimack Street. PSNH needs to upgrade service to building, must dig in N. Merrimack St. #12 Front St./Hackett

#1 River Road

- New Housing for residents at YDC. Work is underway, N. Branch is construction manager. Occupancy is planned in January of 2006.

Hill Road

#6 25 Lakeside Dr.

- 52 Unit, six building condos approved.

- Dunkin' Donuts proposal heard by Planning Board.

<u>Ward</u>

#3 25 Brook St. & 15-19 Temple Ct.	-	One new 8-unit building and conversion of 25 more into housing approved by Planning Board. Work is underway.
#12 3 Country Club Dr.	-	New eighteen unit apartment building underway.
#6 Bridge St. Extsn.	•	8-lot development (Newstead Way) immediately east of I-93 is underway. Some certificates of occupancy have been issued.
#6 Hobbs Way	-	Four houses to be built off Bridge Street Extension.
#5 661 Bell St.		Combination of handicap access apartments & townhouses proposed.
#9 915 S.Mammoth Rd.		Three self-storage units has Planning Board approval.
#7 Maple/Silver Sts.	-	Mill proposed to be converted to housing.
#12 55 Riverfront Dr.	-	The Pointe Apartments, 68 units – work is well underway.
#3 25 Line Dr.	-	Hilton Hotel "Garden View" 156 room hotel under construction. Opening January 2006.
#8 400 Gay St.		Summit Pkg. moving to north end of Gay St. Expansion of building underway, cul-de-sac construction almost complete.
#6 Cohas Brook Estates	•••	"Marathon Way" 31 unit planned development. Work is underway, some occupancies granted.
#2 978 Mammoth Rd.	-	Six unit planned development approved.
#11 CMC	-	Proposal for new medical office building, parking garage and walkway over McGregor St.
#3 2 Line Drive	- "	The Boneyard" Restaurant approved by Planning Board.
#6 #855 Candia Rd.	-	Dunkin' Donuts under construction, opening in Oct. 2006.
#6 Grand View Estates		Argeriou property – 15 homes proposed on an extension of Lindstrom Lane.
#2 Sky Meadow Way	**	4 unit planned development approved off Currier Drive.

#2 845 Mammoth Rd. - Three story, 10 unit building approved by Planning Board.

Water Works Projects

Cleaning and Lining Project (10,990')

a) Highland Park Ave. – Candia Rd. to Laydon St.	1,050 L.F. of 6"
b) Laydon St Orchard Ave. to Cushing St.	820 L.F. of 6"
c) Laydon St. – Page St. to Lovering St.	500 L.F. of 6"
e) Lovering St. – Laydon southerly	340 L.F. of 6"
j) Orchard Ave. – Candia Rd. to Oakland Ave.	650 L.F. of 6"
k) Orchard Ave. – Oakland Ave. to Laydon St.	430 L.F. of 6"
I) Page St. – Candia Rd. to Laydon St.	800 L.F. of 6"
m) Page St. – Laydon St. to Hanover St.	900 L.F. of 6"
o) Talbot St Candia Rd. southerly	400 L.F. of 6"
r) Woodland Ave. – Candia Rd. to Laydon St.	1,020 L.F. of 6"

Water Main Replacements

A. Cartier St. – Sullivan St. southerly	370 L.F. of 6" (complete)
B. Kidder St. – Elm St. to Canal St.	710 L.F. of 6" (next week)
C. Lovering St. – Laydon St. northerly	200 L.F. of 6"
D. Norton St. – Oakland Ave. northerly	330 L.F. of 6" (complete)
E. Revere Ave Oakland Ave. northerly	450 L.F. of 6" (complete)
F. Candia Rd. – Lake Shore (1300' easterly)	1300 L.F. of 16"

State Projects

G. Allard Dr. – Foundry St. to Granite St.	2,900 L.F. of 12" (underway)
H. Candia Rd. – Exit 6 to Massabesic Circle	200 L.F. of 10"
I. Turner St. – School St. to Walker St.	750 L.F. of 6", 8"(underway)
J. Foundry St. – Relay	100 L.F. of 12"

PARKS & RECREATION PROJECTS

P&R PROJECTS - FY'04

#5 Raco-Theodore Pool Project

 Design/Engineering funds were approved to develop plans for improvements identified in the 1997 study of this aquatic facility. Funding was appropriated in the the current CIP budget for the pool project, design is done. Work has begun by Jewett Construction.

#4 Derryfield Park

- Phase 2, contract awarded to Ted Bantis for \$620,000. Final pavement to come soon. Use of facilities to begin October 1st.



Other Grant & Planning Projects (FY 2004)

#10 Piscataquog

Trailway, Phase II - Grant funding for Phase II has been approved by the NH Department of Transportation for a Transportation Enhancement (TEA) project. This will involve continuation of the trail from South Main Street to the West Side Arena. Authorization of funds will begin in the Fall of 2003. Designed by VHB. On "hold" pending property access.

#9 South Manchester Rail Trail

Grant funding for the initial project has been approved by the NH-DOT for a Congestion Mitigation and Air Quality (CMAQ) project. This will involve planning, design and construction of a recreational trail along the former Manchester and Lawrence Branch Railroad, from Spring Garden Street to Goffs Falls Road. The trail will link neighborhoods along South Beech Street with Precourt Park. Berger Engineers have been chosen as design consultants. Bids were received yesterday with G.W.Tatro low bidder @ \$833,000.

Valley Cemetery Rehabilitation

Grant funding from the Land and Community Heritage Investment Program (LCHIP) was approved this Spring. A total of \$400,000 is designated to begin the Phase 1 work, which will be done through (2) bids, Fence Rehabilitation and Gate Environs. Work should be complete in October. Cemetery Brook relocation prep work begun.

#9 Precourt Trail

Bid opening next week Precourt Trail to connect to South Manchester Rail Trail.

HIGHWAY DEPARTMENT PROJECTS

Construction Projects

#6 Candia Rd.

Dry Sewer

Sewer plan is ready to be constructed in 2005 as part of the first year of the Department of Transportation's project.

#10 CSO-5

- So. Main North \$4.5 million dollar project underway. CDM providing oversight, work may be completed this Fall.

#11/12 CSO-6

- Work to commence on Kelley, Bremer and Mason Streets. Low bidder R.D. Edmunds of Franklin, NH.

#2 Wellington Rd.

@ Old Wellington - Road

 Expansion of signalized intersection at Eddy Roy Rd. to 4-way to allow traffic from Old Wellington Road. Bids received, low bidder J. Parker & Daughters at \$224,000. Work has begun.

#3/5 Grove/Bell Sts.

Reconstruct street from Pine to Beech Street including street lights.

#6/8 S.Mammoth Rd.

Sewer, Phase 3 - Pumping Station and sewers. Low bidder was R.D.

Edmunds @ \$1.3 million. Work is well underway.

#4 Ohio Avenue

- Reconstruction underway from Hanover Street easterly.

MANCHESTER AIRPORT

#8 FAA Aircraft
Traffic Control
Tower (ATCT)

- Project underway. Construction Mgr. is Harvey Construction Co., Inc. Completion due 2006.

#8 Runway 6

 Runway 6 reconstruction project under design by Hoyle, Tanner and Associates. A portion of project will be bid late winter 2006. Remainder of project will be combined with other projects that extend the Runway 24 Safety Area.

#8 Aerohex Hangars

Project of new hangars in the N.E. area of the airport.
 Project designed by CLD for site work. Construction is delayed.

#8 Runway 24 Safety Area Extsn. Across S.Willow St. Project is in planning stages. Design work to begin for multiple project associated with the extension of the Runway 24 Safety Area, late 2005. Construction is slated for 2007.

#8 Taxiway "E" Mill & Overlay

- Mill and overlay of Taxiway "E" is complete.

#8 De-Icer Fluid Management

- Project is scheduled for design/build construction late fall 2005.

#8 Airport Terminal Loop Rd. Mill &

- Complete.

#8 Sand/Salt

Storage Facility

 New facility under design by Louis Berger Group. Facility will be built along the south side of S. Perimeter Road opposite the U.P.S. facility in Londonderry. Bid and construction date "on hold".

#8 Pettingill Rd.

Surface Parking Lot

New surface parking lot under design by McFarland-Johnson. Project located in Londonderry on the south side of Pettingill Rd. west of S. Harvey Road. Project is out to bid. Bid Opening 9-23-05. Notice to Proceed expected Oct. 1st with substantial completion by end of November 2005.

KEYSPAN ENERGY DELIVERY

#10 CSO

Contract #6

 Work to resume next week – Hevey St., Montgomery St., Kelley St.

PSNH

#3 Merrimack St.

- Need to upgrade service to rehabilitated building at #795 Elm

Street. Plans being evaluated.

#6 Old Cohas Ave.

Pole installation has begun.

MANCHESTER TRAFFIC DEPARTMENT

#3/5 Union/Lake

- Reconstruct signals. N.E. Signals starting soon.

#7/8 Cilley/Porter Sts. - Underway.

VERIZON

#6 Candia Rd. – Massabesic Circle to I-93. Cable relocation underway.

#3 Kidder St. – Service to Manchester Place from Hampshire Lane in place.

#5 Spruce St. — Lincoln to Wilson conduit replacement to accommodate Highway Department reconstruction work moved to 2006.

NEXT MEETING: The next MUCC meeting has been scheduled for

Wednesday, October 19th 2005 at 10: 00 AM in the **Conference Room**, **second floor**, at the

Manchester Water Works.

<u>Attended</u>	Contact List		
	Ms. Janet Kelliher	PSNH	882-5894 X5230
Х	Mr. Karl Franck	Building Dept.	624-6475
Х	Mr. Jay Davini	Manchester Highway Dept.	624-6444
	Mr. Guy Chabot	Manchester Water Works	624-6494
	Mr. Chris Blue	Fire Department	669-2256
	Mr. Steve Morin	Fire Department	669-2256
Χ	Mr. Mike Venti	Airport Authority	624-6539 X318
	Mr. Jim Hoben	Traffic Department	624-6580
	Mr. Jody Rivard	Manchester Fire Dept.	669-2256
Χ	Mr. Chuck Deprima	Parks & Recreation Dept.	624-6565 X315
X	Mr. Matt Wietecha	Verizon	645-2703
	Mr. Terry Harlacher	Planning Department	624-6450
	Ms. Betty Hackett	Verizon	645-2713
Χ	Mr. Jim Findlay	Keyspan	231-4970
X	Mr. Mike Jolin	MHRA	624-2111
	Mr. Frank Carey	Comcast	633-4266
	Mr. Tim Dent	Comcast	679-5695 X1013
Χ	Mr. Wayne Hackett	Verizon	645-2707
	Mr. Allen Poulios	Keyspan	641-0234
	Mr. Harold Beaubien	PSNH	882-5894

NOTE: NEW projects for the month will be italicized/bold printed.



MANCHESTER TRANSIT AUTHORITY

110 ELM STREET, MANCHESTER, NH 03101-2799 TELEPHONE (603) 623-8801 FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR DAVID F. JESPERSEN, VICE CHAIR JOSEPH J. DESELLE PETER ESCALERA MAUREENA. NAGLE

DAVID SMITH EXECUTIVE DIRECTOR

September 28, 2005

Mr. Leo Bernier, City Clerk City of Manchester One City Hall Plaza Manchester, NH 03l01

Dear Leo,

The MTA Commissioners held a Commission Meeting on Tuesday, September 27, 2005. Enclosed are the approved Minutes of the August 30, 2005 Commission Meeting, and the Financial and Ridership Reports for the month of August 2005.

The next scheduled Commission Meeting will be Tuesday, October 25, 2005 at 5:00 PM.

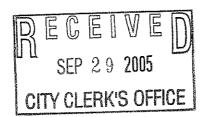
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith Executive Director

DS:cr

Enclosures





110 ELM STREET, MANCHESTER, NH 03101-2799 TELEPHONE (603) 623-8801 FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR DAVID F. JESPERSEN, VICE CHAIR JOSEPH J. DESELLE PETER ESCALERA MAUREEN A. NAGLE

DAVID SMITH EXECUTIVE DIRECTOR

Manchester Transit Authority

August 30, 2005 Commission Meeting

MEMBERS PRESENT:

Chairman John H. Trisciani

Vice Chairman David F. Jespersen Commissioner Joseph J. Deselle Commissioner Peter Escalera Commissioner Maureen A. Nagle

PERSONNEL PRESENT:

David Smith, Executive Director

Karyn Bennett, Assistant Executive Director William J. Cantwell, Supt. of Administration Evan P. Rosset, Operations Planning Manager

Paul Beauregard, Shop Manager

OTHERS PRESENT:

Michael Archambault, First Transit Intern

David Preece, SNHPC Executive Director

Tim White, SNHPC Senior Transportation Planner

Andrew Berghang, SNHPC Transit Planner

- a. Chairman TRISCIANI called the meeting to order at 5:00 PM.
 SMITH introduced Michael Archambault, intern with First Transit, who is assisting with the school start up and bus sign installation project.
 - b. TRISCIANI suspended the regular order of business for a presentation by SNHPC regarding the Regional Transportation Feasibility Study. WHITE explained the first step was to hold a stakeholders meeting to discuss priorities for transit planning projects. In attendance were representatives from MTA, DOT and other regional interests. The study addresses outstanding issues regarding transit in the area and provides additional coordination with the State-wide Transit Coordination Study.

WHITE explained there is a pattern developing in our region where developments are becoming dispersed into towns with different boundaries. They want to be able to insure mobility and accessibility on a regional scale. The goals and objectives of the Transit Feasibility Study are to evaluate expanded transit to provide services on a regional scale. The Advisory Committee who will monitor the progress of this study are representatives from MTA, SNHPC, NHDOT, City of Manchester, NH Dept. of Health & Social Services, and social service agency transportation providers in the region. The Comprehensive Operational Analysis ("COA") is an important part of this study to see how we want to change the current system, as a platform for regionalization. There will be literature review, data collection, and surveying of existing providers. SNHPC selected KKO & Associates/Wilbur Smith Associates to do the COA.

There are a lot of transportation services available in this area like social service agencies, YMCA, and STS, but there is a lack of coordination between these service providers which may result in inefficiencies and duplication of services. The most important part of the study is to identify a dedicated source of funding for transit on a regional scale. There may need to be a staged plan due to limited resources and timing of funding for transit services.

The final task is to put the survey work and finance plans together to develop the final report and have a presentation at a joint session with the MTA and SNHPC. The regular meeting resumed at 5:25 PM.

TRISCIANI welcomed newly appointed Commissioner Maureen A. Nagle to the Board.



- c. <u>Minutes of June 28, 2005 Commission Meeting.</u> JESPERSEN made a motion to approve the Minutes of June 28, 2005 Commission Meeting. Seconded by DESELLE. All Commissioners in favor
- d. <u>Minutes of July 26, 2005 Commission Meeting.</u> JESPERSEN made a motion to approve the Minutes of July 26, 2005 Commission Meeting. Seconded by DESELLE. All Commissioners in favor.

MANAGEMENT REPORTS

2. a. Financial Report for July 2005. DESELLE made a motion to approve the Financial Report for July 2005. Seconded by ESCALERA. CANTWELL reported on the first month of fiscal year 2006. He explained the last column is the difference between year-to-date budget and year-to-date actual.

Transit Operation: For the month of July revenues were \$265,797; \$3,813 or 1.46% more than budget. Operating revenues were \$27,362; 2.29% more than budget. Farebox income was \$841 less than budget and averaged \$680 per day. Total expenses for the month were \$296,644; \$596.00 or .20% less than budget. The variances were mechanics labor, burden adjustment, and management contract fees. Mechanics labor was higher for transit than budgeted. This should correct itself in August. Management contract fees were lower due to July's invoice being paid in June. CANTWELL said the budget is in the right direction. SMITH said we must be cautious because fuel will be over budget. We budgeted only \$1.50 per gallon; the same level as other City Departments. We achieved a significant savings with the fleet insurance award, but most of the savings goes into the school operation because we are billed bus by bus. The actual expense

for insurance on the transit side is \$1,100 more than budget. We need to be very careful on the transit side, he said.

School Operation: CANTWELL reported revenues were \$4,725; \$10,576 or 69.12% less than budget due to summer school being billed in August. Total expenses were \$84,928.00; \$39, 505 or 31.75% less than budget. Major variances were labor, management consultant fees, and insurance. Insurance will be an ongoing variance because the budget was built with the old estimate of a 20% increase.

The balance sheet was reviewed. SMITH commented on the school capital replacement account stating as of July 31st there was \$257,000 in the account. He explained that money is obligated for the four school buses we received.

JESPERSEN commented the excursion revenue has a balance of -\$75.00.

CANTWELL will make a correction since that is revenue for the Hampton Beach shuttle. TRISCIANI questioned the school overtime. SMITH replied during the summer we have a large training program, summer school, and a small amount of charters.

The check register was reviewed. JESPERSEN discussed the difficulty in determining what some checks are written for without the description. SMITH explained employees checks are for shoe or tool allowances, drivers' license reimbursement, or payroll adjustments. TRISCIANI asked if there was any way that the description can be added onto the check register. SMITH instructed CANTWELL to do a supplementary report on checks that are not self-explanatory and indicate what the payments were for or make handwritten explanations on the financials.



The Accounts Receivable was reviewed. TRISCIANI questioned Manchester Water Works paying a school invoice. CANTWELL stated that is for a school charter trip. SMITH asked if outstanding invoices of \$10,000 over 90 days are typical for July. CANTWELL said that the amount is more than usual. TRISCIANI feels it is excessive to have \$30,000 outstanding beyond 30 days. SMITH explained the new contract has a provision that any school having an outstanding invoice over 60 days loses their extracurricular transportation service. All Commissioners in favor of approving July 2005 Financial Report.

b. Operations Reports for July 2005.

Transit-School Report: BENNETT explained they have had meetings with STS, Easter Seals, and Seniors Count to discuss the shopping shuttles provided for the elderly high rises. The survey feedback is that most people are happy with the service, but they would like to go to Shaw's or Stop & Shop on So. Willow Street. They also discussed having bus service to the West Side Senior Center. On July 26th she attended the Goffstown Economic Development meeting and answered questions regarding bus service into Goffstown for the Hannaford and Shaw's shopping plazas. She reported this cannot be implemented immediately, but it is on the table.

School Report: BENNETT reported summer school started on July 5th. It is a 5 week program and we supply 4 buses and a bus for the 21st Century program. Training for new school bus drivers began July 11th. We hired, trained, and licensed 8 drivers and have another 12 beginning a new class. On July 19th MSD's Coordination Committee met to finalize the contract language.

BENNETT reported as it stands now we will be starting school with 80 licensed drivers. We should have 11 operators standing by for the first day of school. ROSSET explained everyone is very happy with the postcard mailing, the only reservations we've had are the private schools because they have students who register late. The APS routes are drawn up like the SPED runs. Because the students are traveling out of their neighborhoods, when a student registers late the times changed since the postcard mailing. There were over 4,800 cards mailed out for a cost of \$800.00 using the Districts' bulk mail permit discount.

TRISCIANI asked if the new transit insert for the Union Leader would be in another language. BENNETT said she is getting Spanish translations for our policies from the Minority Health Coalition. ROSSET explained the NH Union

Leader printed 58,000 inserts for their September 7th edition. The goal is to do

this insert quarterly and the next printing will have other languages. ROSSET

said the NH Union Leader printed 60,000 copies for a cost of \$2,800.

Transit Statistics Ridership Report: ROSSET reported ridership is up 12.5% as compared to July 2004, but there was one less weekday this year. ROSSET reported on the Transit Data Report. ESCALERA questioned the passenger accident. SMITH said a passenger accident is typically a slip or fall on a bus or on the steps. It is recorded even if the passenger doesn't require medical attention, in the event of something happening in the future. The School Data Report reflects we started the month with 81 drivers and during the month promoted 1, had 4 return to service, and 1 licensed for a total of 85 drivers at the end of mid summer.



Maintenance Report: BEAUREGARD reported they performed 13 transit inspections and 3 transit road calls. There were 4 hours of overtime. He said it has been a quiet month. SMITH discussed the three Seabrook vans stating they are so old they can no longer pass inspection and will be disposed of. The Fire Department secured towable trailers and moved the emergency equipment into the trailers that are parked at various fire stations.

BEAUREGARD reported we paid \$2.14 per gallon for gas and \$2.01 per gallon for diesel. JESPERSEN asked if biodiesel with less diesel and more vegetable oil would be cheaper. SMITH explained biodiesel is costlier. A B20 mixture is 20% biodiesel and 80% diesel and about 20 cents higher than standard diesel. The cost for refining is higher than diesel, but there is a tax credit for fuel blenders.

NEW BUSINESS

3 a. Janitorial Contract Rebid. SMITH explained the contract with Janitech for janitorial services was dissolved in early August. It was a mutual breakup; they were not providing the service per our contract. Since we did a full bid last year, he contacted the attorney and FTA to determine if we would have to do another formal bidding process or if we could take the two low bidders from last year and have them compete on a request for proposal. FTA agreed and we had the two lowest bidders respond to our formal request for proposal. One of the proposers missed the bid opening date deadline, so we had one responsive bid that met the deadline. The firm was interviewed and SMITH recommended the Board enter into a contract with Care America for five years. It is the same contract as last year for a five year term. DESELLE made a motion to award Care America the janitorial contract. Seconded by JESPERSEN. All Commissioners in favor.



b. Approve Manuals – Non-affiliated and Affiliated Employees. BENNETT said at the last meeting the Board was given the Non-affiliated and Affiliated employee manuals for review. She explained these manuals were developed five years ago by Devine Millimet. The Non-affiliated manual has minor changes to coincide with their existing benefit package approved by the Board on October 30, 2001. DESELLE made a motion to approve the Affiliated and Non-affiliated employee manuals. Seconded by NAGLE. TRISCIANI, DESELLE, ESCALERA, and NAGLE voted to approve the Affiliated and Non-affiliated Manuals. JESPERSEN abstained indicating he did not have a chance to review.

OLD BUSINESS

- 4. a. School Contract. SMITH updated the Board on the approved contract between MTA and Manchester School District. He explained they accepted the language stating we would pay for out of pocket expenses incurred if we fail to meet a charter. SMITH also submitted the summer Action Plan showing them what was accomplished during the summer. SMITH said we were timely and responsive on every aspect of the summer language and did not miss any deadlines.

 JESPERSEN asked if the MTA makes changes to the school schedules or do change requests go through the School District. SMITH explained when a parent calls requesting a change, we refer them to the school, and the school gets in touch with the School Transportation Coordinator. Any changes we make are directives from the School District.
 - b. 2005/2006 CMAQ Grant Application Submitted August 1, 2005. SMITH explained at the last meeting the Board expressed their ideas for the CMAQ grant application and he was able to submit our application to SNHPC on August 1st.



He explained CMAQ applications are taken every two years. The applications are submitted to SNHPC and they determine the air quality benefits. If the application has high air quality benefits, reducing emissions or pollutants in the air, it is ranked high. The ranking of projects is submitted to a joint council of Planning Commissions where the state-wide applications are evaluated and ranked. Next summer there will be a decision on the projects that will be funded. Our application was 3 parts; weekday hourly service to Goffstown, Concord, and a downtown circulator. The Concord expansion is a collaborative application with Concord Area Transit. Before approval, the scope of our Concord project would diminish to some extent because Concord would come in with their plan but it would be operated jointly. This is a 4 or 5 year process. The downtown circulator (lunch time shuttle, evening service, and parking needs) is favored by the Mayor. Their initial desire was to do something with alternative fuel and trolleys. He submitted for a standard 30' bus for the flexibility of use. Alternative fuel and trolleys add significant cost and time to the implementation of that project. Total cost of the circulator project is \$420,001.74. The downtown circulator is a City-favored project and would be funded by the City of Manchester, Concord would pay half of the Concord service (also Allenstown and Pembroke), and Goffstown and major stores along Route 114 would be asked to participate in paying for Goffstown's local share. JESPERSEN talked about Mast Road traffic and asked if there would be a park & ride because it would be difficult to stop and pick up people along Mast Road. BENNETT said it would not be operated like a regular transit route; there would be designated stop locations. SMITH recommended Board approve the 2005/2006 CMAQ



- application as submitted by SMITH. DESELLE made a motion to approve the CMAQ application. Seconded by NAGLE. All Commissioners in favor.
- c. <u>Informational Update.</u> SMITH explained he attached the scope of work from KKO Associations, the consultants awarded the COA. SMITH explained the State is holding public hearings for their Ten Year Transportation Program (2007 to 2016). TRISCIANI talked about their Trolley Museum visit where they held a dedication ceremony for the donated MTA bus.
- đ. Insurance Contract Award - Discussion. TRISCIANI discussed the letter received from Ferdinando Insurance requesting an opportunity to meet with the Board. He also received a call from Alderman Lopez requesting the same. There was discussion on whether or not to allow Ferdinando Insurance an opportunity to address the Board. Individual Board members expressed their concerns. NAGLE commented Alderman Thibeault also approached her. TRISCIANI said he talked to Alderman Thibeault in June, shortly after MTA didn't receive a written quote from Ferdinando Insurance, and told him we would be seeking another quotation. JESPERSEN said we have signed a contract with Chernin Insurance and that will not change, the bidding process is over. TRISCIANI said Ferdinando Insurance should be sharpening their pencils for next year. SMITH is concerned about indicating to Ferdinando Insurance that we would go out to bid next year. SMITH explained typically when you have a successful relationship with a broker and they are providing good service, and cost indications are reasonable, we would not change brokers. Since there are only 4 or 5 insurance companies that insure transit, if a transit agency has the reputation of bouncing from different brokers or bidding every year, the insurance companies will not submit a proposal



to the brokers. You never know what is going to happen in the insurance market and if it turns out to be a tight market, we could end up without any insurance if we bounce from broker to broker. TRISCIANI requested a roll call on whether or not to meet with Ferdinando. TRISCIANI voted no, JESPERSEN voted no, DESELLE voted no, ESCALERA voted no, and NAGLE voted no. SMITH will submit a letter to Ferdinando regarding the vote and recommend they put in writing what their issues are and what they want from the MTA.

OTHER BUSINESS

- 5. a. Bus Issues. JESPERSEN commented about the interior bus signs, stating they need to go on the sidewalls instead of being taped to the wall behind the driver.

 He asked to eliminate the scotch tape and find a way to keep the signs in place.

 He suggested that staff ride the bus from time to time and see what the passengers see. The signs inside are old and have outdated information. There was discussion about Commissioners riding on school buses. BENNETT explained only drivers or people who have gone through a criminal background check and are authorized by the State of New Hampshire can ride on a school bus.
 - b. <u>Video on School Buses.</u> TRISCIANI asked the status of video cameras without recording. BENNETT explained she contacted a company that First Student in Nashua uses and they have two types of video recording systems; VCR and digital. We purchased the VCR analog and have requested a demo of the digital. They should be in by the end of this week. The six camcorders have been modified not to record sounds, as required by State law. We have informed the School District that the demos will be in. We anticipate recommending to the School District purchasing enough cameras to outfit our entire fleet. Right now

we are reactive. If there is a problem on the bus, we put in a camera for the next day, and then there's no problem.

c. <u>Date for Next Meeting.</u> Tuesday, September 27, 2005.

With no further business to come before the Board, ESCALERA made a motion to adjourn the meeting at 7:20 PM. Seconded by NAGLE. All Commissioners in favor.



Transit

August 2005



Manchester Transit Authority Income Statement Transit For the Two Months Ending August 31, 2005

	Current	Budget	YTD	YTD	YTD
			_	Budget	Net Change
Farebox Revenue					
Farebox Revenue	\$17,429.99	\$15,000.00	\$35,338.90	\$33,750.00	\$1,588.90
Adult Fares	855.50	2,300.00	3,738.00	4,600.00	(862.00)
Adult Monthly Fares	1,122.00	2,100.00	4,950.00	4,200.00	750.00
Senior Citizens Fares Senior Citizen Monthly Fare	931.50 1,925.00	800.00 1,000.00	2,066.50 2,625.00	1,600.00 2,000.00	466.50 625.00
Disabled Rider Fare	2,508.30	1,500.00	3,183.80	3,000.00	183.80
Student Fares	525.00	300.00	757.50	600.00	157.50
Total Farebox and Tickets	25,297.29	23,000.00	52,659.70	49,750.00	2,909.70
Shuttle and Excursions					
Shopping Shuttle	1,080.00	1,000.00	2,040.00	2,000.00	40.00
Excursion Revenue	2,213.50	1,000.00	2,138.50	2,000.00	138.50
Total Shuttle and Excursions	3,293.50	2,000.00	4,178.50	4,000.00	178.50
Other Revenue					
Sale of Fuel to City Departments	27,286.38	25,000.00	53,947.70	50,000.00	3,947.70
Sale of Maintenance Service to City	709.15	2,000.00	3,668.62	4,000.00	(331.38)
Advertising Revenue-Bus	13,820.75	5,000.00	16,934.74	10,000.00	6,934.74
Rental of Innercity Terminal	1,600.00	800.00	1,600.00	1,600.00	
Sale of Scrap Materials	108.00	700.00	156.75		156.75
Interest Income Photo Picture ID Revenue	677.79	500.00	1,671.69	1,000.00	671.69
Other Non-Tranp. Revenue	8.00 42.44	25.00 25.00	18.00 42.45	50.00 50.00	(32.00) (7.55)
Total Other Revenue	44,252.51	33,350.00	78,039.95	66,700.00	11,339.95
Total Operational Income	72,843.30	58,350.00	134,878.15	120,450.00	14,428.15
-	12,010.00	20,00000	20 1,07012	***************************************	1,1,20115
Operating Assistance					
City of Manchester	89,557.58	89,558.00	179,115.16	179,116.00	(0.84)
Town of Bedford	3,700.00	3,400.00	7,100.00	6,800.00	300.00
Federal Operating Subsidy	116,680.00	106,926,00	227,485.00	213,852.00	13,633.00
Total Operating Assistance	209,937.58	199,884.00	413,700.16	399,768.00	13,932.16
Total Revenue	282,780.88	258,234.00	548,578.31	520,218.00	28,360.31
Expenses					
Labor					
Transit Operator Wages	60,777.47	59,311.00	118,686.71	119,132.00	(445.29)
Transit Operator Overtime Wages	6,389.56	5,455.00	12,768.15	10,339.00	2,429.15
StepSaver Operator Wages	11,771.86	12,044.00	22,294.98	22,708.00	(413.02)
StepSaver Operator Overtime Wages	787.21	2,630.00	1,872.42	5,260.00	(3,387.58)
Mechanic Wages	13,175.56	13,326.00	29,904.83 642.14	26,652.00	3,252.83 642.14
Mechanic Overtime Wages Transp. Admin Wages	623.28 6,899.50	9,417.00	16,977.17	18,834.00	(1,856.83)
Transp. Admin Overtime Wages	522.66	270.00	677.70	540.00	137.70
Maint. Admin Wages	2,425.79	3,722.00	5,930.68	7,444.00	(1,513.32)
General Admin Wages	6,629.75	5,921.00	14,204.14	11,842.00	2,362.14
Gen. Admin Overtime Wages	130.79	81.00	410.67	162.00	248.67
Payroll Transaction			298.46		298.46
Total Labor	110,133.43	112,177.00	224,668.05	222,913.00	1,755.05



Manchester Transit Authority Income Statement Transit For the Two Months Ending August 31, 2005

	Current	Budget	YTD	YTD Budget	YTD Net Change
				24484	
Fringe Benefits					
Health Insurance Expense	\$42,196.36	\$40,617.00	\$83,604.60	\$81,234.00	\$2,370.60
Dental Insurance Expense	1,027.16		2,437.14		2,437.14
Life Insurance Expense	701.40	665.00	1,391.60	1,330.00	61.60
Pension Expense	4,422.00	6,370.00	13,500.00	12,740.00	760.00
FICA Expense	11,817.72	9,652.28	20,389.77	19,734.17	655.60
Worker's Compensation	3,820.67	4,642.00	7,641.34	9,474.00	(1,832.66)
Unemployment Compensation	454.92	438.00	909.84	876.00	33.84
Transit Operator Vacation Wages	6,739.59	4,512.00	10,876.39	9,024.00	1,852.39
Transit Operator Holiday Wages	323.17	0.647.00	4,643.29	7,057.00	(2,413.71)
Transit Operator Sick Wages	2,836.77	2,647.00	5,081.10	5,294.00	(212.90)
Mechanic Vacation Wages	2,141.56	1,594.50	3,810.56	3,189.00	621.56
Mechanic Holiday Wages	270.00	1,143.83	1,523.64	2,287.66	(764.02)
Mechanic Sick Wages	1,795.09	95.33	2,029.33	190.66	1,838.67
Transp. Admin Vacation Wages	1,505.28	1,076.67	2,443.48	2,153,34	290.14 (142.70)
Transp. Admin Holiday Wages	260.40	703.17	1,263.64	1,406.34	(421.84)
Transp. Admin Sick Wages	001.64	210.92	1,553.64	421.84 583.66	969.98
Maint, Admin Vacation Wages	901.64	291.83 379.42	1,333.04 524.84	758.84	(234.00)
Maint. Admin Holiday Wages		87.58	324.04	175.16	(175.16)
Maint. Admin Sick Wages	468.01	677.00	1,140.21	1,354.00	(213.79)
Gen Admin. Vacation Wages	827.60	442.83	1,615.29	885.66	729.63
Gen. Admin Holiday Wages Gen. Admin Sick Wages	827.00	132.83	1,010.29	265.66	(265.66)
Transit Uniform Allowance	659.57	779.00	1,775.01	1,558.00	217.01
Maintenance Uniform Allowance	99.98	504.00	99.98	1,008.00	(908.02)
Tool Allowance	300.00	117.00	899.88	234.00	665.88
License Reimbursement	500.00	25.00	077.00	50.00	(50.00)
Burden Adjustment	(11,910.80)	(14,553.00)	(17,924.21)	(29,106.00)	11,181.79
Total Fringe Benefits	71,658.09	63,251.19	151,230.36	134,178.99	17,051.37
Services					
Management Consultant	24,279.31	12,142,00	24,279.31	24,284.00	(4.69)
Commissioner Expense	6.55	83.00	431.55	166.00	265.55
Auditing Expense	0.55	3,200.00	. 151.55	3,200.00	(3,200.00)
Legal Expense	130.00	500.00	180.00	1,000.00	(820.00)
Service Bureau	1,508.13	1,000.00	1,867.29	2,000.00	(132.71)
Security Service	213.77	100.00	278.54	200.00	78.54
Outside Advertising	2,928.10	333.00	3,879.53	666.00	3,213.53
Driver and Criminal Record	368.00		368.00		368.00
Drug & Alcohol Testing	1,825.00	333.00	2,735.00	666.00	2,069.00
Pre-Employment Medical	,	83.00	,	166.00	(166.00)
Janitorial Service and Supplies	140.07	658.00	617.61	1,316.00	(698.39)
Bank Service Charges	609.08	500.00	1,267.20	1,000.00	267.20
Total Services	32,008.01	18,932.00	35,904.03	34,664.00	1,240.03
Materials and Supplies					
Fuel Operations	18,629.31	15,124.00	36,331.29	28,932.00	7,399.29
Sale of Fuel to City Departments	26,398.55	25,000.00	50,732.55	50,000.00	732.55
Maintenance Parts	5,957.68	10,621.00	12,069.68	20,492.00	(8,422.32)
Purchase Discounts	•	(250.00)	(129.57)	(500.00)	370.43
Tires Expense	1,582.99	1,405.00	1,999.56	2,688.00	(688.44)
Oil and Grease	259.59	253.00	581.10	485.00	96.10
Maintenance Supplies	2,337.28	639.00	3,339.68	1,278.00	2,061.68
Body Shop Supplies	2,638.75	148.00	3,851.74	296.00	3,555.74
Hazardous Materials	161.62	246.00	161.62	492.00	(330.38)



Manchester Transit Authority Income Statement Transit For the Two Months Ending August 31, 2005

	Current	Budget	YTD	YTD	YTD
		· · · · · · · · · · · · · · · · · · ·		Budget	Net Change
			****	****	***
Outside Parts and Labor	\$50.00	\$42.00	\$100.00	\$84.00	\$16.00
Repairs-Inner City Terminal Repairs-Building and Grounds	1,155.10	250.00 1,425.00	3,082.66	500.00 2,850.00	(500.00) 232.66
Repairs-Shop Equipment	400.03	1,423.00	3,082.00 445.74	2,830.00 380.00	232.00 65.74
Repairs-Radio Equipment	400.03	83.00	770.77	166.00	(166.00)
Repairs-Office Equipment	636.70	217.00	886.00	434.00	452.00
Office Supplies	554.65	670.00	1,488.03	1,340.00	148.03
Transit Schedules and Tickets		584.00	510.33	1,168.00	(657.67)
Total Materials and Supplies	60,762.25	56,647.00	115,450.41	111,085.00	4,365.41
Utilities					
Electricity	1,828.64	1,900.00	3,383.02	3,800.00	(416.98)
Natural Gas	40.69	1,283.00	527.17	2,566.00	(2,038.83)
Telephone	573.78	594.00	1,172.51	1,188.00	(15.49)
Water	281.95	143.00	423.91	286.00	137.91
Total Utilities	2,725.06	3,920.00	5,506.61	7,840.00	(2,333.39)
Insurance					
Public Liability Insurance	11,764.00	10,583.00	23,537.00	21,166.00	2,371.00
Other Liability	956.00	1,374.00	1,909.00	2,748.00	(839.00)
Total Insurance	12,720.00	11,957.00	25,446.00	23,914.00	1,532.00
Other Expenses					
Dues and Memberships	850.00	83.00	850.00	166.00	684.00
Tolls and Parking	85.00		160.00		160.00
Training and Meetings	260.63	250.00	631.29	500.00	131.29
Grievance Expense		38.00		76.00	(76.00)
Depreciation	28,000.00	29,158.00	56,000.00	58,316.00	(2,316.00)
Total Other Expenses	29,195.63	29,529.00	57,641.29	59,058.00	(1,416.71)
Total Expenses	319,202.47	296,413.19	615,846.75	593,652.99	22,193.76
Net Income (Loss)	(36,421.59)	(38,179.19)	(67,268.44)	(73,434.99)	6,166.55



School

August 2005



Manchester Transit Authority Income Statement School For the Two Months Ending August 31, 2005

	Current	Budget	YTD	YTD	YTD
				Budget	Net Change
Student Transportation					
Pupil Contract Special Needs	\$13,536.36	8,801.00	\$13,536.36	22,002.00	\$13,536.36 (22,002.00)
Total Student Transportation	13,536.36	8,801.00	13,536.36	22,002.00	(8,465.64)
School Charter					
Student Athletics Student Fieldtrips	2,745.00 4,134.50	10,000.00 3,000.00	2,745.00 8,445.75	10,000.00 5,000.00	(7,255.00) 3,445.75
Total School Charters	6,879.50	13,000.00	11,190.75	15,000.00	(3,809.25)
Other Revenue					
Interest Income Other Non-Tranp. Revenue	185.13 72.50	100.00	599.20 72.50	200.00	399.20 72.50
Total Other Revenue	257.63	100.00	671.70	200.00	471.70
Total Operational Income	20,673.49	21,901.00	25,398.81	37,202.00	(11,803.19)
Expenses					
Labor					
School Operator Wages School Operator Overtime Wages Mechanic Wages Transp. Admin Wages Transp. Admin Overtime Wages Maint. Admin Wages General Admin Wages Gen. Admin Overtime Wages Total Labor Fringe Benefits Health Insurance Expense Dental Insurance Expense FICA Expense Worker's Compensation School Operator Holiday Wages	24,775.76 7,793.20 10,878.01 6.23 4,700.91 4,053.71 52,207.82 1,540.05 901.01 2,975.72 3,022.00	24,079.00 9,260.00 7,061.00 270.00 3,186.00 4,457.00 51.00 48,364.00	34,177.34 1,121.52 11,977.56 13,620.69 28.06 6,330.40 5,329.64 72,585.21 2,695.08 1,431.05 3,507.58 6,044.00 222.90	31,994.00 18,520.00 14,122.00 540.00 6,372.00 8,914.00 102.00 80,564.00 6,114.04 1,529.00	2,183.34 1,121.52 (6,542.44) (501.31) (511.94) (41.60) (3,584.36) (102.00) (7,978.79) 2,695.08 1,431.05 (2,606.46) 4,515.00 222.90
School Uniform Allowance Maintenance Uniform Allowance Tool Allowance License Reimbursement Burden Adjustment Total Fringe Benefits	50.00 50.00 149.99 11,910.80 20,599.57	342.00 125.00 13,812.00 19,105.29	200.00 50.00 149.99 70.00 17,924.21 32,294.81	250.00 27,624.00 36,201.04	(484.00) 50.00 149.99 (180.00) (9,699.79) (3,906.23)
Services		,	,	,	,
Management Consultant Commissioner Expense Auditing Expense Legal Expense Service Bureau Security Service	24,299.31 17.56 2,735.35	12,142.00 83.00 4,800.00 500.00 1,500.00	24,299.31 442.56 75.00 3,520.06 59.78	24,284.00 166.00 4,800.00 1,000.00 3,000.00 300.00	15.31 276.56 (4,800.00) (925.00) 520.06 (240.22)
Outside Advertising Driver and Criminal Record	291.45 952.00	1,250.00 150.00	357.90 1,459.00	2,500.00 300.00	(2,142.10) 1,159.00



Manchester Transit Authority Income Statement School For the Two Months Ending August 31, 2005

	Current	Budget	YTD	YTD	YTD
			_	Budget	Net Change
Dwg & Alashal Tagtina		\$666.00	·	\$1,332.00	(\$1,332.00)
Drug & Alcohol Testing Pre-Employment Medical		684.00		1,368.00	(1,368.00)
Janitorial Service and Supplies	80.04	658.00	557.60	1,316.00	(758.40)
Bank Service Charges	75.50	75.00	150.40	150.00	0.40
Total Services	28,451.21	22,658.00	30,921.61	40,516.00	(9,594.39)
	20,731.21	22,000.00	50,721.01	40,520.00	(2,324,02)
Materials and Supplies					
Fuel Operations	3,243.23	531.00	4,635.61	1,909.00	2,726.61
Maintenance Parts	3,741.95	193.00	5,569.13	693.00	4,876.13
Tires Expense		54.00	2,132.40	195.00	1,937.40
Oil and Grease	376.60	11.00	395.21	39.00	356.21
Maintenance Supplies	1,419.83	444.00	2,464.75	888.00	1,576.75
Body Shop Supplies	419.61	103.00	615.30	206.00	409.30
Hazardous Materials	112.30	171.00	112.30	342.00	(229.70)
Outside Parts and Labor		42.00		84.00	(84.00)
Repairs-Building and Grounds	871.38	1,075.00	1,077.94	2,150.00	(1,072.06)
Repairs-Shop Equipment	265.84	143.00	300.30	286.00	14.30
Repairs-Radio Equipment		83.00		166.00	(166.00)
Repairs-Office Equipment	587.72	200.00	817.84	400.00	417.84
Office Supplies	457.80	1,005.00	1,162.24	2,010.00	(847.76)
School Schedules and Tickets	1,593.44	584.00	1,593.44	1,168.00	425.44
Total Materials and Supplies	13,089.70	4,639.00	20,876.46	10,536.00	10,340.46
,	,	,	,	,	
Utilities					
Electricity	1,496.15	1,433.00	2,767.91	2,866.00	(98.09)
Natural Gas	33.29	968.00	400.29	1,936.00	(1,535.71)
Telephone	469.43	448.00	959.28	896.00	63.28
Water		108.00	116.15	216.00	(99.85)
Total Utilities	1,998.87	2,957.00	4,243.63	5,914.00	(1,670.37)
Insurance					
Public Liability Insurance	17,547.00	26,728.00	35,080.00	53,456.00	(18,376.00)
Other Liability	843.00	1,160.00	1,683.04	2,320.00	(636.96)
Total Insurance				55,776.00	
i otai insurance	18,390.00	27,888.00	36,763.04	55,770.00	(19,012.96)
Other Expenses					
Dues and Memberships	629.95	167.00	629.95	334.00	295.95
Training and Meetings	(204.33)	333.00	776.39	666.00	110.39
Grievance Expense	()	38.00		76.00	(76.00)
Depreciation	21,000.00	20,000.00	42,000.00	40,000.00	2,000.00
Total Other Expenses	21,425.62	20,538.00	43,406.34	41,076.00	2,330.34
Total Expenses	156,162.79	146,149.29	241,091.10	270,583.04	(29,491.94)
Net Income (Loss)	(135,489.30)	(124,248.29)	(215,692.29)	(233,381.04)	17,688.75
					

Commissioners Memorandum

To:

Commissioners

From:

Evan Rosset, Operations Planning Manager

Date:

September 22, 2005

Re:

Transit Ridership Report – August 2005



	-	<u>Augus</u>	<u>st</u>		<u>FYTD</u>	
D	2004	2005		FY 2005	FY 2006	
Routes Weekdays	22	23	•			
Saturdays	4	4	% Change		C	% Change
Airport- Route #1	1076	951	-11.62%	2,025	1,773	-12.44%
Lake-Hanover St. Route #2	2602	2,485	-4.50%	5,107	4,620	-9.54%
Goffsfalls Route #3	1181	1,313	11.18%	2,232	2,914	30.56%
Page-Elliot Route #4	1671	2,107	26.09%	3,376	4,020	19.08%
Pinard-Bremer Route #5	1173	1,080	-7.93%	2,350	2,139	-8.98%
Gossier-St. Anselm Route #6	2191	2,438	11.27%	4,209	4,378	4.02%
VA Hospital Route #7	2000	2,866	43.30%	3,870	5,354	38.35%
So. Willow Route #8	3376	4,544	34.60%	6,559	8,407	28.18%
DW Highway-River Rd. Route #9	1959	2,483	26.75%	3,671	4,714	28.41%
Valley-Weston Rd. Route #10	3506	4,181	19.25%	6,805	8,035	18.07%
Front St. Route #11	1292	1,912	47.99%	2,588	3,737	44.40%
So. Beech Route #12	2696	3,460	28.34%	5,118	6,783	32.53%
Bedford Mall Route #13	3983	5,001	25.56%	7,878	9,668	22.72%
VISTA SHUTTLE	420	E 40	22.079/	044	003	7.55%
HANNAFORDS SHUTTLE	438	543	23.97%	914	983	30.46%
FISHER CATS SHUTTLE	639	728	13.93%	1,090 279	1,422 85	
		12		219	65	-69.53%
(number of events)		1			·].	
Weekday Fixed Route Totals	29,783	31,763	6.65%	58,071	64,691	11.40%
Saturday Fixed Route Totals	2,901	3,128	7.82%	6,826	6,390	-6.39%
MTA Specials & Excursions	58	51		130	199	
Fixed Route Weekday Average	1,354	1,381	2.01%	2,701	3,027	12.09%
Total Transit Passengers Served	32,285	34,942	8.23%	65,027	71,280	9.62%
Total StepSaver Passengers Served	901	927		1807	1,641	-9.19%

The attached graph shows system-wide ridership trends.

Evan Rosset

Operations Planning Manager



In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Sixteen Thousand Dollars (\$16,000) for the 2006 CIP 214106 Firesafe Intervention Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of Federal, State and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept funding in the amount of \$16,000 allocated to Hillsborough County from the New Hampshire Division for Children Youth and Families for the implementation of the Firesafe Intervention Program;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By adding:

FY2006 CIP 214106 - Firesafe Intervention Program - \$16,000 State

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Programs, authorizing and appropriating funds in the amount of Three Hundred Fifty Two Thousand Three Hundred Seventy Seven Dollars and Forty Five Cents (\$352,377.45) for FY2006 CIP 411706 – 2006 Homeland Security & Hazardous Materials Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept funding in the amount of \$352,377.45 for the implementation of the 2006 Homeland Security & Hazardous Materials Project and;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

1) By adding:

FY2006 CIP 411706 - 2006 Homeland Security & Hazardous Materials Project

A)	Multi-Hazardous Response Unit -	\$ 47,000.00
B)	Wireless Network Equipment -	\$103,000.00
C)	Breathing Air Compressor & Cascade System -	\$ 60,000.00
D)	Fibre Optic Project	\$146,377.45
2,	Total	\$352,377,45 - State



In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Programs, authorizing and appropriating funds in the amount of Forty Five Thousand Dollars (\$45,000) for FY2006 CIP 610506 Valley Cemetery Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept additional funds in the amount of \$45,000 from the Samuel P. Hunt Foundation and Friends of the Valley Cemetery to assist in the rehabilitation of the Valley Street Cemetery fencing and;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By increasing:

FY2006 CIP 610506 Valley Cemetery (Auburn Street Fence) - \$45,000 Other From \$85,000 (\$35,000.00 Other & \$50,000 Cash) to \$130,000 (\$80,000 Other & \$50,000 Cash)



In the year Two Thousand and Five

A RESOLUTION

"Amending the FY 2004, 2005 and 2006 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for FY2006 CIP 612206 Neighborhood Revitalization Economic Incentive Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004, 2005, and 2006 CIP as contained in the 2004, 2005, and 2006 CIP budget; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant, and HOME funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to support the implementation of the Neighborhood Revitalization Economic Incentive Program through the transfer, authorization and appropriation of \$150,000 and;

WHEREAS, existing funds in at least that amount are available from the proceeds of CDBG Program Income and other previously funded CIP Projects;

NOW, THEREFORE, be it resolved that the 2004, 2005 and 2006 CIP's be amended as follows:

- 1) By adding:
 FY 2006 612206 Neighborhood Revitalization Economic Incentive Program \$150,000
 CDBG
- 2) By authorizing:
 Unprogrammed CDBG Program Funds \$76,852.14
- 3) By decreasing:
- a. FY 2004 610804 ADA Compliance-Planning \$32,983.24
- b. FY 2005 211205 Elderly Services Transportation Project \$21,000.00
- c. FY 2005 810405 ADA Compliance-Human Resources \$19,164.62

Resolved, that this Resolution shall take effect upon its passage.

Shared/cip/agendas & resolutions/2006 amending 612206



In the year Two Thousand and Five

A RESOLUTION

"Amending the FY 2006 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Thousand Two Hundred Dollars (\$2,200) for FY2006 CIP 612306 Facility Repairs – Manchester Emergency Housing Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant, and HOME funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to use existing funds in the amount of \$2,200 to assist with chimney repairs at the Manchester Emergency Housing facility and;

WHEREAS, existing funds in at least that amount are available from unprogrammed Emergency Shelter Grant (ESG) funds;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

- 1) By adding: FY 2006 612306 – Facility Repairs – Manchester Emergency Housing - \$2,200 ESG
- 2) By decreasing: \$2,200 of Unprogrammed Emergency Shelter Grant (ESG) Funds



In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Forty Thousand Dollars (\$140,000) for various CIP Projects."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of Federal, State and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to utilize \$140,000 of a reimbursement from the State of New Hampshire Department of Transportation to create two conservation projects in the City; and

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

- 1) By creating:
 - a) FY2006 CIP 712906 Manchester Watershed Conservation/Preservation Project \$100,000 Other
 - b) FY2006 CIP 713006 Crystal Lake Conservation Fund Project \$40,000 Other



In the year Two Thousand and Five

A RESOLUTION

"Authorizing the Finance Officer to effect a transfer of One Thousand Dollars (\$1,000.00) from Contingency to Highway - Miscellaneous"

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the Finance Officer be and is hereby directed to effect a transfer from Contingency Adjustment as follows:

Miscellaneous

Account 5000C10890.....\$1,000.00

Resolved, that this resolution shall take effect upon its passage.

For "municipal/county clean-up project"



The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

"Amending Sections 33.024, 33.025 & 33.026 (Development Coordinator) of the Code of Ordinances of the City of Manchester."

ought to pass as amended.

(Aldermen Lopez, Roy, Sysyn and DeVries voted yea; Alderman O'Neil voted nay.)

Respectfully submitted,

Luk Berner



In the year Two Thousand and

Five

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Development Coordinator) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Development Coordinator, Class Code 1375

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Development Coordinator, Class Code 1375, Grade 21

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Development Coordinator, Class Code 1375, Grade 21 Exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.





Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Development Coordinator
Class Code Number	1375-21

General Statement of Duties

Develops, plans, coordinates and implements short and long term action plans and projects to create public/private sector partnership opportunities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to create economic development through the development, planning, and coordination of public/private partnerships with business/building owners. The work is performed under the supervision and direction of the Economic Development Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Board of Mayor and Aldermen, other City employees, business and community groups, business owners, developers, Chamber of Commerce, state and federal officials, and representatives of the media and public. The principal duties of this class are performed both in a general office environment and at on-site locations throughout the City.

Examples of Essential Work (illustrative only)

- Develops short and long term action plans and projects to create public/private sector partnership opportunities;
- Coordinates planning, funding, design, publicity and construction activities among appropriate private sector interests, as well as among local, state and federal departments and agencies:
- Develops programs related to the redevelopment of buildings for commercial and residential space;
- Prepares and submits public/private grant applications;



- Analyze, assess, and monitors current downtown and inner-city commercial, housing and neighborhood improvement activities and provides information for use in development projects;
- Researches and develops new private/public funding sources, instruments and programs for improvement projects;
- Advocates and coordinates support for new development projects;
- Develops and maintains relationships with property owners and realty companies to establish a full range of complimentary services, trades and goods;
- Develops, directs and designs activities to promote and establish the downtown area as a destination which combines consumer activities with entertainment and recreation;
- Interfaces with local lending institutions to develop and direct innovative lending pools and programs for progressive redevelopment initiatives;
- Acts as liaison to state and federal government officials in promoting the City and its various revitalization activities;
- Provides information through research for use in marketing and City development projects;
- Performs other marketing and economic development activities as assigned by the Economic Development Director;
- Keeps the Economic Development Director and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Thorough knowledge of the principles and practices of marketing, public relations and community and economic development program operations, activities and programs as applied within an urban environment;
- Thorough knowledge of state and federal urban revitalization, related grants and loans, (ex. CDBG & Section 108);
- Substantial knowledge of business administration and real estate fundamentals, procedures and practices;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with others;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to train, motivate, schedule, supervise and evaluate the work of others;

- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of management, administrative and technical tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Community and Economic Development, Business Administration or related field; and
- Considerable experience in municipal economic development, planning operations and marketing, including the preparation of successful state and federal grant applications; or
- Two additional years of required work experience may be substituted for the Master's degree.

Required Special Qualifications

• Must possess a New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, that permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, that permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, that permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, that permits the employee to access work sites throughout the City and out of the area.

	•
Approved by:	Date:



The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of \$16,000 for FY2006 CIP 214106 Firesafe Intervention Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,

Le R. Beiner

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of \$45,000 for FY2006 CIP 610506 Valley Cemetery Project, and for such purpose a resolution and budget authorization have been submitted. (Unanimous vote)

Respectfully submitted,

Lul Berne

A CONTRACTOR OF THE PARTY OF TH

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of \$150,000 for FY2006 CIP 612206 Neighborhood Revitalization Economic Incentive Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,

Lak Remer

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of \$2,200 for FY06 CIP 612306 Facility Repairs —

Manchester Emergency Housing Project, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,

Sul Berner



The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of \$140,000 for various CIP projects, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,

La Denner

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Fire Chief be authorized to accept several grants totaling \$352,377.45 for various Homeland Security and Hazardous Materials activities, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,

Sun Berner



The Committee on Community Improvement respectfully recommends, after due and careful consideration, that funding in the amount of \$1,500 be utilized for the installation of a raised island on Cohas Avenue at Island Pond Road. If the \$1,500 cannot be found by CIP staff and is not available in the Highway Department budget, it is recommended that the funding be transferred from Contingency to the Highway Department.

(Unanimous vote)

Respectfully submitted,

Le R Berner



The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that a request from Alderman Porter to install a raised island on Cohas Avenue at Island Pond Road be approved. The Committee advises that this item has been referred to the Committee on Community Improvement for funding (estimated at \$1,500).

(Unanimous vote)

Respectfully submitted,

Les Berner
Clerk of Committee



CITY OF MANCHESTER Board of Aldermen



September 6, 2005

Mary A. Sysyn, Chairman Committee on Traffic/Public Safety One City Hall Plaza Manchester, NH 03101

Re: Improvements on Cohas Avenue at Island Pond Road

Dear Madame Chairman and Committee Members:

Several residents have expressed a concern with the flow of traffic at the above-referenced intersection. At times, vehicles traveling easterly on Island Pond Road turning southerly onto Cohas Avenue cut across the northbound Cohas Venue travel lane.

At my request, the Highway Department has developed a proposed solution to this issue; constructing a raised island on Cohas Avenue. I am hereby requesting that this Committee approve the intersection improvements and forward the approval to the Committee on Community Improvement for funding. The Highway Department has estimated the cost of construction to be approximately \$1,500.00.

I am available to address any questions you may have on this matter.

Sincerely,

pc:

Paul W. Porter, Jr. Alderman – Ward 6

Alderman – ward o

Frank C. Thomas, PE, Public Works Director

Thomas P. Lolicata, Traffic Director



The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the proposed Short Term Municipal/County Cleaner Manchester Project be approved.

(Unanimous vote)

Respectfully submitted,

L. A. Bernen



CITY OF MANCHESTER Board of Aldermen

October 4, 2005.

on CIP.

In Board of Mayor and Aldermen.

On motion of Alderman Lopez, duly seconded by Alderman Porter, it was voted to authorize \$1,000 from

Contingency at the next Board meeting

and refer the matter to the Committee



October 4, 2005

The Honorable Board of Mayor and Aldermen One City Hall Plaza Manchester, NH 03101

Re Proposed Municipal/County Clean up project

Dear Colleagues:

I am writing for your support on a proposed County/City project that would benefit Manchester and alleviate some of the criticizing of our Highway and Parks Departments administration and employees.

Many times over the years we have heard "Why doesn't the City use County prisoners to do some work in Manchester?" Working with Hillsborough County Commissioner, Toni Pappas, Hillsborough County Department of Corrections Superintendent, James O'Mara, and our Public Works Director, Frank Thomas, I believe we have a proposal that would greatly benefit the City at a minimal cost, utilizing prisoners who are residing at the County facility in Manchester.

In am asking the Board of Mayor and Aldermen to endorse the project and fund \$1,000 from Contingency to a Special Account to put the project forward in the immediate future. I am also asking that the Board refer the proposal to the Committee on Community Improvement for consideration of fully funding the project after the first of the year for spring implementation.

Enclosed with the proposal are letters of endorsement from Toni Pappas, Mr. James O'Mara and Frank Thomas, along with a communication from Mike Rockwell representing the Union's position on the matter.

Sincerely,

Alderman at-Large

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481 www.ManchesterNH.gov



Board of Mayor and Aldermen October 4, 2005 Page 2

C: Toni Pappas, Hillsborough County Commissioner
James O'Mara, Superintendent HCHOC
David Hodgen, Chief Negotiator
Ron Ludwig, Director Parks & Recreation
Mike Rockwell, Union Representative (c/o Highway)
Frank Thomas, Public Works Director



MUNICIPAL/COUNTY CLEANER MANCHESTER PROJECT (PROPOSED)

Problem to be addressed:

Area's in Manchester that are not currently being maintained because of lack of manpower and priority issues. There are weeds (in some cases two feet tall), cigarette butts, and other disposed litter in median areas which is not acceptable to the City.

Background:

1. In June of this year Mike Rockwell, Union Representative; David Hodgen, Chief Negotiator; Frank Thomas, Public Works Director; and Alderman Lopez met to see if the City could have some work done by prisoners without any problems from the Union. Mike Rockwell said he didn't see any problems with the proposal, but whatever we do he would like to sign off on the projects before we use the prisoners.

(See Appendix A; letter dated June 7, 2005; David Hodgen to Michael Rockwell)

- 2. July 22, 2005 a letter was sent to James O'Mara, Superintendent, Department of Corrections from David Hodgen. (See Appendix B)
- 3. September 15, 2005 a meeting was held with the Department of Corrections. In attendance were Kevin Sheppard and Steve Tierney of the Highway Department, Alderman Lopez, Superintendent James O'Mara and Captain David M. Dionne of the Department of Corrections. The purpose was to talk about prisoners working to clean up areas in Manchester needing attention. In conclusion Superintendent O'Mara said that he could help us on the following conditions:
 - A list of areas that the City would like them to work on and what has to be done.
 - City must provide the tools for prisoners to work with.
 - City must provide the workers with a lunch.
 - A truck with flashing lights to protect prisoners while working on the island must be provided (at the same time they could put the trash in the truck).
 - The County Department of Corrections would be responsible to provide the supervision for the prisoners.

- 4. It was agreed that the areas needing attention are those median right of ways when you come into the City filled with weeds and cigarettes and also cutting brush in areas that have overgrown brush. (See Appendix C, letter from Mike Rockwell, dated September 19, 2005 approving use of prison labor to perform these tasks).
- 5. Superintendent O'Mara has said they may be able to help this year because they sometimes get cancellations from other communities. In these instances he is willing to call Highway and work out details with them on a short notice

Short Term Project Recommendation

- 1. That the City, Union and County join as partners in this project for a cleaner Manchester as previously outlined.
- 2. In the short term Highway work out arrangements with Superintendent O'Mara and if the County has cancellations they will call the Highway Department who will provide the truck with flashing lights, tools to work with and and lunch for the prisoners.
- 3. The Board of Mayor and Aldermen approve funding \$1,000 in a special account for the purpose of providing lunch as required by the County. It is anticipated that the cost would approximate \$25.00 to \$50.00 per day (eg. hamburgers, fries and soda) for the crew.
- 4. The recommendation anticipates a workforce of 4 or 5 prisoners working about six hours a day to clean areas that the City can't get to because of manpower and other priorities.

Long Term Project Recommendation:

- 1. That the Board of Mayor and Aldermen appropriate funding for a full daily program beginning in the spring of 2006, providing for the supervisor, at approximately \$30,000 plus lunches for the crew provided by the Hillsborough County Department of Corrections. This long range plan requires support and approval of the Hillsborough County Board of Commissioners, Executive Committee and Delegation.
- 2. That the Highway Department, working with Parks and Recreation and the Department of Corrections, make arrangements as may be necessary to carry out the project; and that the program include only those services previously described and accepted by the Union. Anything beyond the scope stated is to receive written write off by the appropriate Union authority.

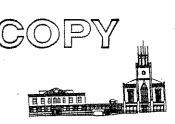
Name of the state of the state

APPENDIX A

CITY OF MANCHESTER

Chief Negotiator / Labor Contract Administrator

One City Hall Plaza Manchester, New Hampshire 03101-4000 Tel: (603) 624-6532 • Fax: (603) 624-6528



June 7, 2005

Michael Rockwell, President AFSCME, Local 298 92 Wilson Street Manchester, N.H. 03103

Re: Use of Hillsborough County Prisoners

Dear Michael:

This letter serves to confirm our conversations regarding the use of Hillsborough County prisoners to do work for the Manchester Department of Public Works in the streets and adjacent property in Manchester. As you know, the Department of Public Works provided you with a list of projects, without prejudice, for work that is not customarily performed by bargaining unit members. You have indicated that AFSCME will not oppose this work, but at the same time you reserve the right to review any new projects which are added to the list in the future.

Thank you for your assistance in this matter. Please contact me if you have any questions or concerns.

Sincerely,

David A. Hodgen Chief Negotiator

DAH:jac

Cc:

Alderman Michael Lopez

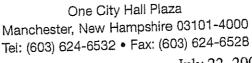
Frank Thomas, P.E. Stephen Tierney

APPENDIX B



CITY OF MANCHESTER

Chief Negotiator / Labor Contract Administrator



July 22, 2005



James O'Mara, Superintendent Hillsborough County Department of Corrections 445 Willow Street Manchester, NH 03103

Re: County Prisoners/Manchester Highway Department

Dear Mr. O'Mara:

As you know, the City of Manchester, through Alderman Michael Lopez, has been exploring the use of county prisoners by the Manchester Highway Department. In order to avoid any adverse publicity and to promote good labor relations, we have discussed the proposed work with Union President Michael Rockwell. Mr. Rockwell has pledged that the Union will not oppose the project. I have enclosed a copy of my letter of June 7, 2005 to Michael Rockwell which confirms the earlier conversations and commitments.

We are grateful that the Department of Corrections has considered the approval of this project. We would be pleased to meet with you and/or your staff to make the final arrangements if that is appropriate.

Thank you for your consideration in this matter. Please contact me if I may be of assistance in any way.

Sincerely,

David A. Hodgen Chief Negotiator

David a Hodgen

Enclosure:

Cc:

Alderman Michael Lopez

Frank Thomas, P.E. Stephen Tierney



September 19, 2005

To Whom It May Concern:

I Michael Rockwell, President of Local 298, AFSCME, AFL-CIO, Union, finds the proposed use of prison labor to perform sweeping of sidewalks and median areas, litter clean-up and/or the cutting of brush in right-of-ways acceptable. Any additional work other than what I have previously noted must have my prior approval.

Very truly yours

Michael Rockwell,

President, Local 298, ASCME



City of Manchester Department of Highways

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E. Public Works Director

Kevin A. Sheppard, P.E. Deputy Public Works Director

October 4, 2005 #05-095

The Honorable Board of Mayor and Aldermen CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

Re: Proposed Municipal/County Clean-Up Program

Dear Alderman:

The Highway Department supports Alderman Lopez's proposal to utilize prison labor to provide maintenance services to the City that is not currently performed by City forces. We are willing to provide this fall and spring tools, a truck with a flasher and a driver to support this operation. We will also do our best to provide these same levels of support services if and when the prison labor service goes full time. However, at sometime in the future, we may have to look at adding to our fleet and staff (pick-up and driver). Lastly, our support will continue as long as we feel the services that are being provided benefit the City over and above the commitment of our resources.

I will be available to answer any questions you may have on this matter.

Very truly yours.

Frank C. Thomas, P.E. Public Works Director



The County of Hillsborough New Hampshire

Board of Commissioners

Rhona M. Charbonneau, Chairman District 2

Carol H. Holden, Vice Chairman District 3

> Toni H. Pappas, Clerk District 1

> > County Treasurer David G. Fredette



329 Mast Rd. Suite 120

Goffstown, NH 03045

Telephone (603) 627-5602

Facsimile (603) 627-5603

October 13, 2005

The Honorable Board of Mayor and Aldermen One City Hall Plaza Manchester, NH 03101

Dear Mayor Baines and Aldermen,

I am writing to endorse a County/City project to have Hillsborough County prisoners clean up areas in Manchester needing attention. I am pleased that Manchester is considering this proposal. I think that if the County, City and Union join as partners, we will have a cleaner Manchester at a minimal cost to the taxpayer.

Please contact me or Superintendent James O Mara, Hillsborough County House of Corrections, if you have questions or concerns. We look forward to working with you and hope you will support this plan to help maintain areas of our city through the use of prisoners.

Yours truly,

Toni Pappas'
Commissioner

District One

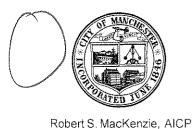
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that funding to install partitions for the Employee Assistance Program at 1045 Elm Street be approved. The Committee notes that the funding is to come out of the City Space Improvements Project subject to review of the lease agreement by the City Solicitor.

(Unanimous vote)

Respectfully submitted,

Lun Benner



Director

CITY OF MANCHESTER

Planning and Community Development

Planning Community Improvement Program Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to:

Committee on CIP

From:

Robert S. MacKenzie

Date:

October 5, 2005

Subject:

Employee Assistance Program Space Renovations

We are in receipt of a request (see attached) by Thomas Jordan, Employee Assistance Program Coordinator, to identify funding for desired renovations to his office space at 1045 Elm Street. While there is sufficient funding available in a City Space Improvements Account we would recommend that this work done in coordination with other City Departments such as Information Systems and Highway Facilities.

Should the Committee wish to authorize the requested funding we are prepared to put together the appropriate paperwork for the full Board meeting.

Attachment:



Alderman Daniel O'Neil Chairman City of Manchester Community Improvement Committee

CIP Committee City of Manchester:

I write the Committee requesting funding consideration, for installing partitions in the City EAP office, at 1045 Elm St.

Some time ago, the Office of Youth Service OYS Director asked me to seek estimates for construction of partitions in the EAP office. Mr. Boldin informed me that the physical layout at OYS was less than adequate, and he believed moving one of his staff (the substance abuse evaluator), to the EAP location would alleviate OYS lack of space. Furthermore, it could add value to OYS functions, by enhancing confidentiality.

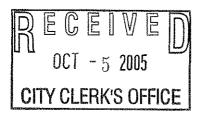
I agreed with the Director's concerns, and sought preliminary estimates for the work. Thus far, it appears cost will be in the \$4,000 to \$5,000 range, but could be lower.

I respectfully ask the CIP committee to review this request. I will be available at the next committee meeting if you have questions or comments regarding this matter.

homas Jordan

City of Manchester EAP Coordinator

September 29, 2005





To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize the City to enter into a contract with Manchester Neighborhood Housing Services and Freddie Mac to create a Workforce Housing Initiative to offer assistance to City employees by providing home ownership counseling seminars.

(Unanimous vote)

Respectfully submitted,

Sul Berner



CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commision
Millyard Design Review Committee

Memo to:

Committee on CIP

From:

Robert S. MacKenzie

Director of Planning

Date:

October 11, 2005

Subject:

Manchester Neighborhood Housing Services - City of Manchester

Employee Homeownership Assistance Program

Manchester Neighborhood Housing Services (MNHS) would like to partner with the City of Manchester, Freddie Mac and Merrimack Mortgage to create a Workforce Housing Initiative. The program would expand MNHS's existing partnership with the City in conjunction with the CIP HOME Program. MNHS currently acts as an agent for the distribution of CIP HOME funds for down payment and closing cost assistance for households at or below 80% of the Adjusted Median Income. MNHS also receives HOME funding from the City for home ownership counseling.

The proposed workforce housing initiative will not require additional funding from the City. MNHS would offer assistance to City employees by providing Home Ownership Counseling Seminars. The seminars are free and provide extensive information on the home buying process. City employees who graduate from the home ownership seminar will receive one on one counseling and be pre-qualified for a residential mortgage and a downpayment assistance subsidy through the CIP HOME program. Employees would also receive information on mortgage program options through MNHS lending services as well as other lenders participating in the program.

Freddie Mac and Merrimack Mortgage will provide support and technical assistance to MNHS in the delivery of the Workforce Housing Initiative. This initiative will increase the opportunity for City employees to consider the benefits of owning their own homes.

The Committee's recommendation for approval to the full BMA to allow the City to enter into a contract with MNHS and Freddie Mac is respectfully requested.



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a petition for the discontinuance of a portion of Union East Back Street and a petition for the discontinuance of a portion of Spruce South Back Street be referred to a road hearing to be scheduled by the City Clerk. (Unanimous vote)

Respectfully submitted,

Sul Berner

HALLFENCE



SEPTEMBER 21, 2005

TO WHOM IT MAY CONCERN:

AS OWNERS OF THE PROPERTY LOCATED AT 423-425 HALL ST.

WE ARE ASKING FOR A DIVISION OF THE DISCONTINUED ALLEY

SITUATED BETWEEN OUR PROPERTY AND THAT OF 393 SPRUCE ST.

THE REASON WE ARE ASKING FOR THIS AT THIS TIME IS THAT

IN THE TIME WE HAVE OWNED THIS PROPERTY (GOING ON 6 YEARS)

THE PROPERTY ON 393-395 SPRUCE ST. HAS BEEN SOLD TWICE IN

IN THE LAST TWO YEARS. THE AREA IN QUESTION HAD NOT BEEN

AN ISSUE AND HAD BEEN GRASS AND BUSHES.

HOWEVER, THE NEW OWNER OF 393-395 SPRUCE ST. HAS PARKED

VEHICLES AGAINST THE BUILDING (425 HALL).

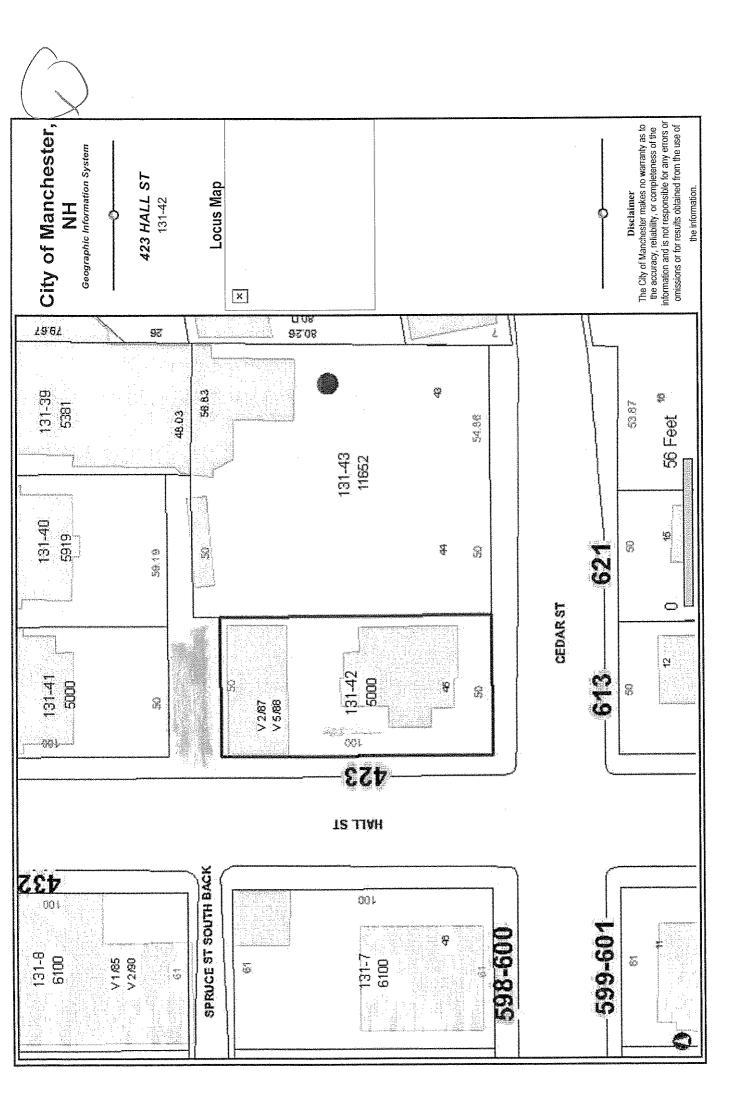
THERE ARE PROPANE TANKS ON THE SIDE OF OUR BUIDING USED FOR HEATING. THE OWNER OF 393-395 SPRUCE ST. HAS IN FACT PILED SO MUCH DEBRI AND PARKED SO MANY CARS IN THIS AREA THAT OUR FUEL COMPANY WAS UNABLE TO DELIVER. I HAD TO ASK HIM TO MOVE THINGS OUT OF THE WAY AND HE RECOMMEND THAT I FIND A NEW HEATING COMPANY.

NEEDLESS TO SAY WE ARE CONCERNED WHAT THE WINTER WILL BRING WE ARE ASKING TO PUT IN A FENCE ALONG THE LINE AS SURVEYED BY DUVAL SURVEY. THE FENCE IS THE ONLY WAY THAT WE CAN FORSEE PREVENTING ANY FURTHER COMPLICATIONS BEFORE FREEZING WEATHER ENCASES EVERYTHING.

THANK YOU FOR YOUR TIME.

DONNA STONE____VIRGINIA STONE

Page 1



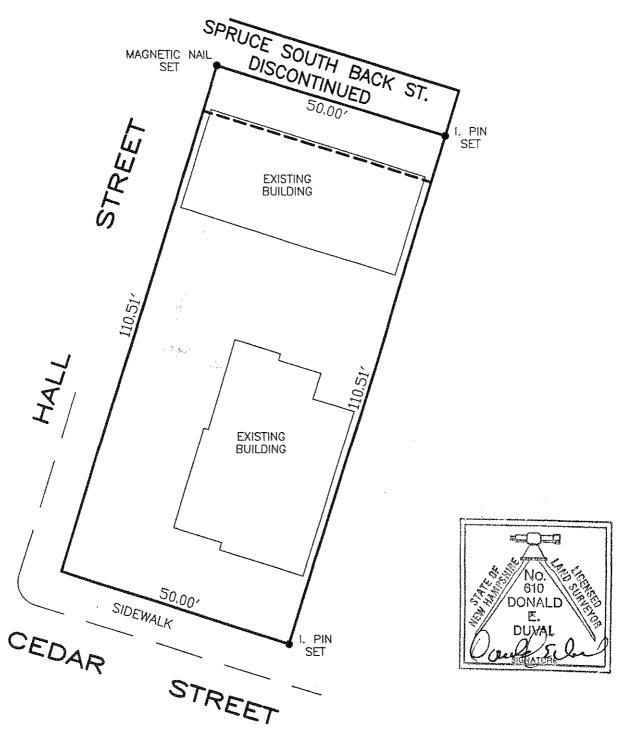


DUVAL SURVEY, INC.

LAND SURVEYOR

14 DARTMOUTH STREET HOOKSETT, N.H. 03106

(603) 668-2125



"I HEREBY CERTIFY THAT THE FOUNDATION SHOWN ON THIS PLAN IS LOCATED AS INDICATED WITH RESPECT TO THE PROPERTY LINES AS SHOWN."

Omel 5 cls

9/16/25

PLOT PLAN
DONNA STONE
425 HALL STREET
MANCHESTER, NH
1"=20' 9/16/2005
JN 4040



WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that Al Lindquist, Trustee of 33 Front Realty Trust, 1028 Hanover Street, Manchester, New Hampshire 03104, for consideration paid, grants to Donna Stone and Virginia Stone, Single Persons, as JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP, 503 Hanover Street, Manchester, New Hampshire 03104, with WARRANTY COVENANTS, the following described premises:

A certain tract or parcel of land with the buildings thereon, situate at 423 Hall Street, in Manchester, Hillsborough County, New Hampshire, more particularly bounded and described as follows:

Beginning at the intersection of the easterly line of Hall Street with the northerly line of Cedar Street, as shown on a plan of lots of the Elliot Manufacturing Company, dated December 3, 1892, filed in the Hillsborough County Registry of Deeds and numbered 64; thence easterly by said Cedar Street, fifty (50) feet to Lot #2 in Block 19 as shown on said Plan; thence northerly by said Lot #2 one hundred (100) feet to a passageway twenty (20) feet wide; thence westerly by said passageway fifty (50) feet to said Hall Street; thence southerly by said Hall Street, one hundred (100) feet to the point of beginning.

Containing five thousand (5,000) square feet, more or less, and being known as Lot #1 in Block 19 as shown on said Plan.

MEANING AND INTENDING to describe and convey all the same premises as conveyed to 33 Front Realty Trust Deed of Nickal Realty Investments, dated April 1, 1998 and recorded in the Hillsborough County Registry of Deeds at Book 5926, Page 0789. Corrective Deed from Nickal Realty Investments Inc. to Al Lindquist, Trustee of 33 Front Realty Trust to be recorded herewith.

Said premises are not subject to Homestead or marital rights.

Witness my Hand This Z day of May

Al Landquist,

Trustee, 33 Front Realty Trust

STATE OF NEW HAMPSHIRE COUNTY OF HILLSBOROUGH

day of May, 2000 personally appeared the above On this the named Al Lindquist, and acknowledged the foregoing to be his/free and deed on behalf of the Trust.

TEOFNEW H

DEPARTMENT REVENUE ADMINISTRATION **** THOUSAND 5

& -X - &voló le Alteřieb≪ - X -

00 DOLLARS HUNDRED AND

STEVEN B. RUDDOCK, Notary Public My Commission Expires February 9, 2006



City of Manchester Department of Highways

227 Maple Street Manchester, New Hampshire 03103-5596 (603) 624-6444 Fax # (603) 624-6487 Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E. Public Works Director

Kevin A. Sheppard, P.E. Deputy Public Works Director

September 27, 2005

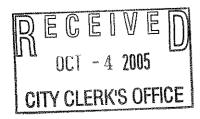
Community Improvement Committee of the Board of Mayor and Aldermen c\o Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: PETITION TO DISCONTINUE A PORTION OF SPRUCE SOUTH BACK STREET

Dear Committee:

We have reviewed the referenced item and have found the following:

- Spruce South Back Street was dedicated by a subdivision plan entitled "Plan of Lots of the Elliott Manufacturing Company" by Joseph Sawyer dated December 3,1892.
- There are no acceptances or return of layout for Spruce South Back Street in the records of the City Clerk.
- This portion of Spruce South Back Street does not appear to been opened or built for public travel.
- Since the dedication of this street is before 1893, it would need to be released and discharged by the Board of Mayor and Aldermen.
- The Board of Mayor and Aldermen on December 31, 1925 released and discharged the portion of this street that lies east of this site. That action is recorded at the City Clerk's Office at Book 10 Page 50.
- No evidence of any City utilities were observed on a site visit nor shown on the GIS system.





The Highway Department supports this petition. As can be seen in the attached photograph the street is of no public benefit.

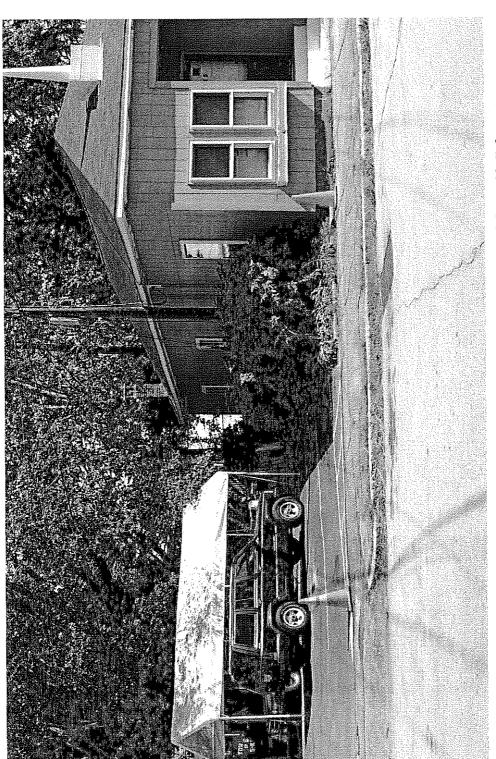
It is our understanding that the release and discharge action does not require a view by the Committee.

Sincerely,

Frank Thomas, P.E. Public Works Director

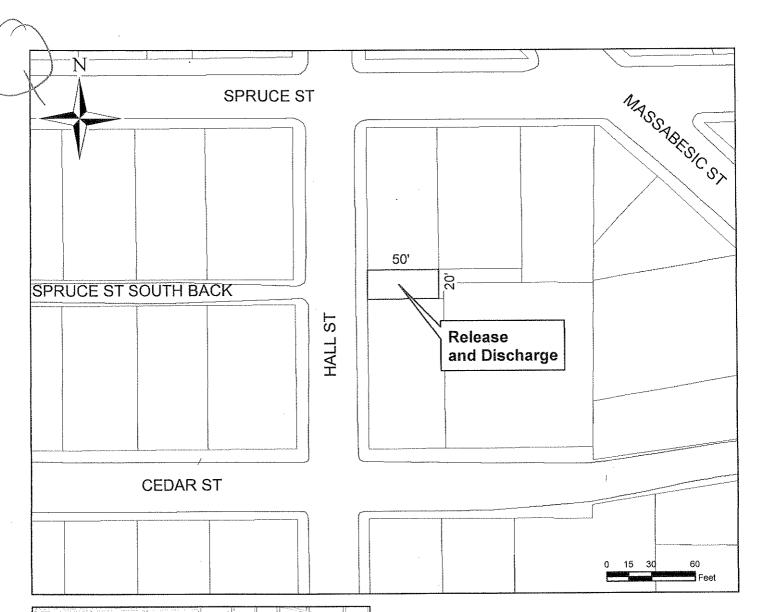
MJM cc: File

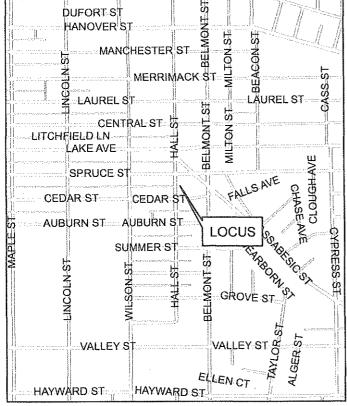




Spruce South Back Street looking easterly from Hall Street

The traffic cones mark the street location 20' wide.





Proposed Street Discontinuance

Spruce South Back Hall Street 50' +/- Easterly



Manchester, NH September 27, 2005

RECEIVED MANCHESTER STY GLERK

'05 AUG 29 A 9 :49

Douglas W. Draper 430 Walnut Street Manchester, NH 03104

August 29, 2005

Community Improvement Committee % Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Petition for Discontinuance

Attn: Paula LeBlond-Kang

Dear Mrs. LeBlond-Kang:

I am enclosing a current Tax Map of my property at 432-430 Walnut Street, Manchester, NH. The red crosshatched area is the area that I am petitioning the Community Improvement Committee for discontinuance. I want to acquire the rights to this land and I need the Committee to Quiet Title.

My neighbors at 953 Union Street has already acquired 10 feet of this City-owned 20' right-of-way and I want to acquire the other ten feet that abuts my property. Enclosed is also a MEMO ONLY copy of a map entitled, PRIVATE LAND SEWERAGE dated January 24, 1923, page 3702. This map indicates that at that date, the 20' City-owned right-of-way, separating my property at 432-430 Walnut Street and my neighbor's property at 953 Union Street was, in fact, 20' wide at that time. Since that date, it is obvious that at some point in time, between now and then that these same neighbor's acquired ten feet of that passageway.

I am respectfully asking the Committee to allow me the same courtesy of acquiring the other 10° of that passageway which directly abuts my property.

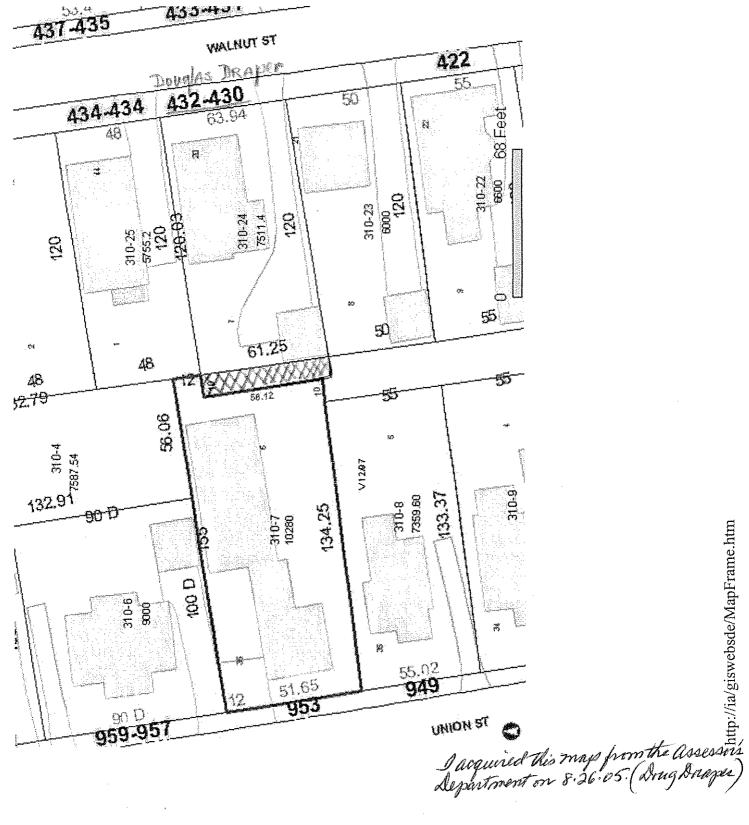
Sincerely,

Douglas W. Draper

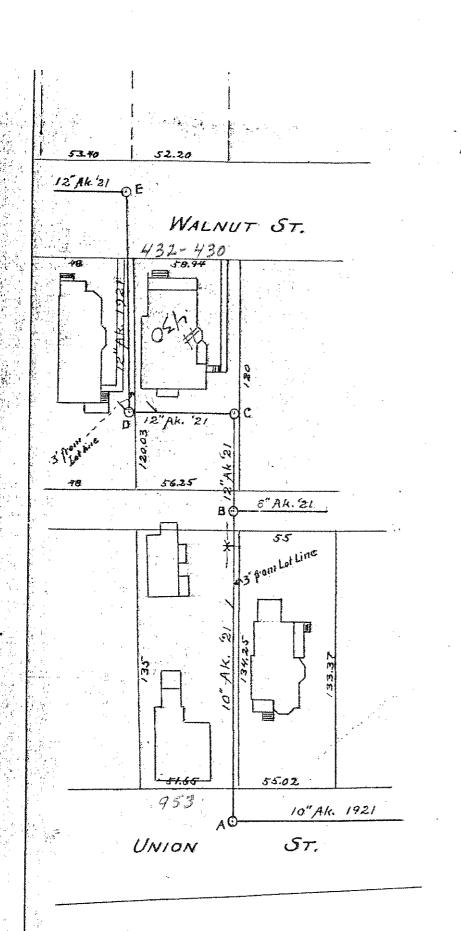
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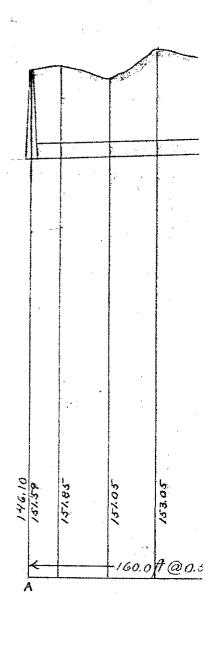
2) raper

Currant Tax Map



ArcIMS Viewer





Meno Only



City of Manchester Department of Highways

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission Edward J. Beleski - Chairman Henry R. Bourgeois-William F. Kelley Michael W. Lowry William A. Varkas

Frank C. Thomas, P.E. Public Works Director

Kevin A. Sheppard, P.E. Deputy Public Works Director

September 27, 2005

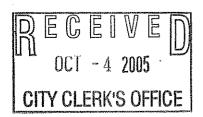
Community Improvement Committee of the Board of Mayor and Aldermen c\o Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: PETITION TO DISCONTINUE A PORTION OF UNION EAST BACK STREET

Dear Committee:

We have reviewed the referenced item and have found the following:

- Union East Back Street was dedicated by a subdivision plan entitled "Land of Mrs. H.C. Lowell" by George H. Allen dated October 13,1892.
- There are no acceptances or return of layout for Union East Back Street in the records of the City Clerk.
- This portion of Union East Back Street does not appear to been opened or built for public travel.
- Since the dedication of this street is before 1893, it would need to be released and discharged by the Board of Mayor and Aldermen.
- There a sewer line crossing a part of the area of the petition also crosses the Draper property. No written easement was found for the sewer line despite having been installed in 1921.





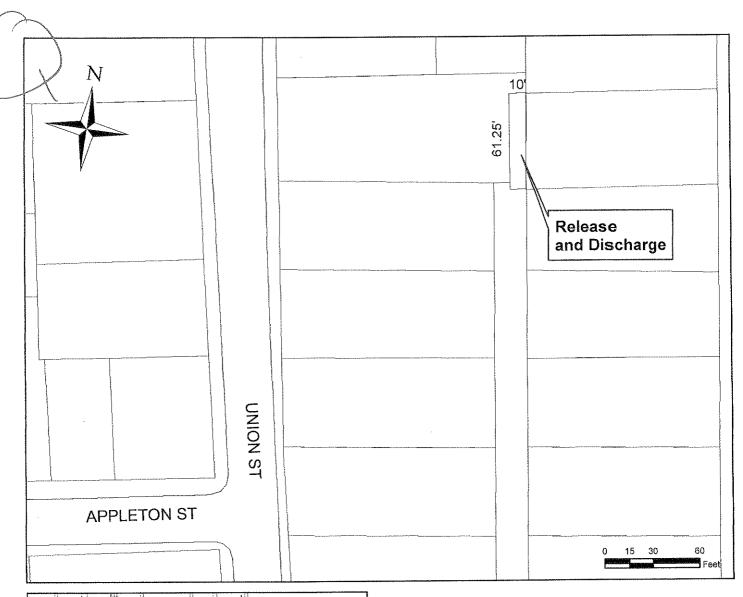
The Highway Department supports this petition if provision is made for a 20' sewer-drain easement, centered on the existing pipe, is provided by the owner.

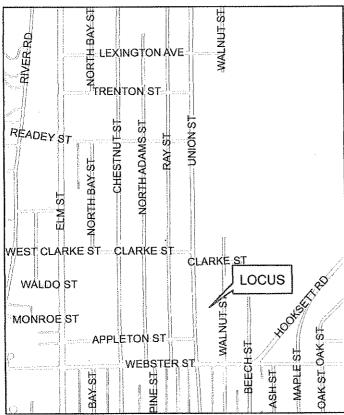
It is our understanding that the release and discharge action does not require a view by the Committee.

Sincerely,

Frank Thomas, P.E. Public Works Director

MJM cc: File





Proposed Street Discontinuance

Union East Back At 430 Walnut Street



Manchester, NH September 27, 2005



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have authorized an RFP to be done for consultant services for the design work to enclose the open concept classrooms.

(Unanimous vote with School Committee Members Perry and Kelley absent.)

Respectfully submitted,

Les Bunes



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have approved the proposal (enclosed herein) for the installation of granite War Memorials at Central High School.

(Unanimous vote with School Committee Members Perry and Kelley absent.)

Respectfully submitted,

L. A. Berner



Manchester Public School Facilities Improvement Project

Transmittal Cover Sheet

Detailed, Grouped by Each Transmittal Number

SEP 2 7 2005

Received Program Management

Office

Central HS

207 Lowell Street

Manchester, NH 03104

Project # 113387110

Tel: 603-647-3120 Fax: 603-647-2811

Gilbane Building Company

Reference Number: 0721

9/27/2005 Date: Transmitted To

Jefferson, Allan **DMJM**

222 South Jewett Street Manchester, NH 03103

Tel:

Fax:

Transmitted By

Burnham, Nathan Gilbane Building Company 220 South Jewett Street Manchester, NH 03103

Tel: 603-644-3313 Fax: 603-644-3315

Acknowledgement Required

Package Transmitted For

Délivered Via

Information, As Requested

Hand

Item# Qtv seltem Estimate 001 1.00

Reference Description Notes Central HS

CR 110-503 - War Memorials Plan #2 with Granite

Information

Cost Company Name

Contact Name Secoples Notes

Remarks --

Allan:

As we discussed, the granite material is a highly variable cost, based on quarry, size and pattern. I targetted 1' x 1' x 3" pieces laid in a regular grid pattern.

-Nathan

/Signature

Signed Date

Prolog Manager

Printed on: 9/27/2005

NENG Manchester Schools

Page 1

Central HS - War Memorials Plan #2 with Granite Quick Estimate - NLB - 27SEP05

Summary	Trade Costs	↔	25,306.81
	Fee	69	2,024.54
	Total		20 100 26

10000		* 1 *				
תפופוו	Quantity Units) IIIO	Unit Kate	EXE	Extension	
Sitawork	医腹部 医多次克勒氏病 医脱毛					
Rework Existing Grading						
Labor Operator	16 HRS	69	42.00	€3-	672.00	
Laborer	8 HRS	63	38.00	69	304.00	
Foreman	16 HRS	69	77.00	· 69	1,232.00	•
Trucking	2 HRS	63	78.75	69	157.50	
Equipment Mini-Excavator	16 HRS	69	89.60	69	1,433.60	
Materials Stone Dust	4 CY	€9	39.20	€9-		Assumes all soil and loam is reusable
Subtotal - Rework Existing Grading				69		
Install Precast Block Site Wall	机电子混合电子机 化电子 医乳腺性 医乳腺性 医乳腺性 医乳腺性 医乳腺性 医乳腺性 医乳腺性 医乳腺性		 			医贝尔氏法 电电子存储器 医电子 医电子性 医医安耳氏征 医克耳氏征 医克耳氏征 医克耳氏征 医皮耳氏征 医牙耳氏试验检尿管 医电影性
Labor Laborer	24 HRS	↔	38.00	69	912.00	
Materials Precast Blocks	1 LS	*	10,000.00	⊕	10,000.00	
Subtotal - Install Precast Block Site Wall				€9	0.912.00	
Install Granite Walking Surface	* * * * * * * * * * * * * * * * * * * *		: : :	* * * * * * * * * * * * * * * * * * * *	4	医牙耳目光 医牙耳样血液 化环烷甲甲烷 医医安格尔氏征 医耳马拉耳氏外球 电电压管 医克耳氏管 医克耳氏性 医牙氏性 医牙孔性皮肤炎
Labor Operator	4 HRS	63	42.00	69	168.00	
Laborer	8 HRS	↔	38.00	€9	304.00	
Foreman	8 HRS	↔	77.00	63	616.00	
Trucking	2 HRS	↔	78.75	69	157.50	
Stone Mason	8 HRS	↔	75.00	69	900.00	
Materials Granite	314 SF	↔	25.00	6		Material can vary between \$15 and \$40 per SE 40% worth
Stone Dust	1 CY	ь	39.20	↔		Section of the sectio
Equipment Mini-Excavator	4 HRS	69	89.60	€3	358.40	
Stone Saw	1 DAY	69	350.00	69	350.00	
Subtotal - Install Granite Walking Surface		1		€	10,433.10	
Landscaping On Sloped Area					; ; ; ; ; ;	

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that they have approved an Ordinance:

"Amending Chapter 70: Motor Vehicles and Traffic by deleting Sections 70.61-70.65 dealing with snow removal and amending Chapter 71: Snow Emergency Regulations of the Code of Ordinances of the City of Manchester."

and recommends that same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

Respectfully submitted,

Lel Berner

In the year Two Thousand and Five

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic by deleting Sections 70.61-70.65 dealing with snow removal and amending Chapter 71: Snow Emergency Regulations of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- Deleting Sections 70.61 Emergency Declaration; 70.62 Temporary Prohibition;
 70.63 Special Prohibition; 70.64 Declarations and Prohibitions to Take Precedence and 70.65 Violations of Chapter 70: Motor Vehicles and Traffic.
- II. Amending Chapter 71: Snow Emergency by deleting language stricken (——) and inserting new language in *italics*.

Section

- 71.01 Short title
- 71.02 Definitions
- 71.03 Winter parking
- 71.04 Parking on snow emergency routes city streets
- 71.05 Declarations of the Director
- 71.06 Termination of parking prohibition by Director
- 71.07 Provisions temporarily effective to take precedence
- 71.08 Signs to mark snow emergency routes removal and temporary parking prohibition
- 71.09 Removal, impounding, and return of vehicles
- 71.10 Citation on vehicle left parked in violation of this chapter
- 71.11 Failure to comply with traffic citation
- 71.12 Evidence with respect to vehicles in violation
- 71.13 Overnight winter parking
- 71.14 Impoundment
- 71.99 Penalty

Cross-reference:

Snow removal, see § 70.61 et seq.

§ 71.01 SHORT TITLE.

This chapter shall be known and may be cited as the "Snow Emergency Ordinance" of the city.



In the year Two Thousand and Five

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic by deleting Sections 70.61-70.65 dealing with snow removal and amending Chapter 71: Snow Emergency Regulations of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

§ 71.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DIRECTOR. The Public Works Director, or in his absence, his duly designated and acting representative.

SNOW EMERGENCY ROUTES. Those streets designated herein.

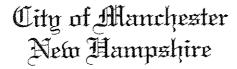
STREET or HIGHWAY. The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

§ 71.03 WINTER PARKING.

It shall be unlawful for any person having custody or control of any vehicle to park or cause to be parked on any public street or highway hereinafter defined as a "snow emergency route" between the hours of 7:00 a.m. and 11:00 p.m., between the period of November 15 and May 15 in each succeeding year.

§ 71.04 PARKING ON SNOW EMERGENCY ROUTES CITY STREETS.

- (A) Whenever the Director finds, on the basis of falling snow, sleet, or freezing rain, or on the basis of a forecast by the U.S. Weather Bureau or other weather service, of snow, sleet, or freezing rain, that weather conditions will make it necessary that motor vehicle traffic be expedited and that parking on city streets be prohibited or restricted for snow plowing and other purposes, the Director shall put into effect a declare a snow emergency. Such declaration shall be effective to prohibit the parking of any vehicle on all or some city streets, parking facilities and schoolyards as described in the declaration, parking prohibition on parts of or all snow emergency routes as necessary by declaring it in a manner prescribed by this chapter.
- (B) Once in effect, a prohibition under this section shall remain in effect until terminated by announcement of the Director in accordance with this chapter, except that any street area which has become substantially clear of snow and ice from curb to curb for the length of the entire block shall be automatically excluded therefrom. While the prohibition is in effect, no person shall park or allow to remain parked any vehicle on any portion of a snow emergency route City street to which it applies. However, nothing in this section shall be construed to permit parking at any time or place where it is forbidden by any other provision of law.



In the year Two Thousand and Five

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic by deleting Sections 70.61-70.65 dealing with snow removal and amending Chapter 71: Snow Emergency Regulations of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

\S 71.05 DECLARATIONS OF THE DIRECTOR.

- (A) The Director shall cause each declaration made by him pursuant to this chapter to be publicly announced by means of broadcasts or telecasts from a station or stations with a normal operating range covering the city, and he may cause such declaration to be further announced in newspapers of general circulation when feasible. Each announcement shall describe the action taken by the Director, including the time it became or will become effective, and shall specify the streets or areas affected.
- (B) The Director shall make or cause to be made a record of each time and date when any declaration is announced to the public in accordance with this section.

§ 71.06 TERMINATION OF PARKING PROHIBITION BY DIRECTOR.

Whenever the Director shall find that some or all of the conditions which give rise to a parking prohibition in effect pursuant to this chapter no longer exist, he may declare the prohibition terminated, in whole or in part, in a manner prescribed by this chapter, effective immediately upon announcement.

§ 71.07 PROVISIONS TEMPORARILY EFFECTIVE TO TAKE PRECEDENCE.

Any provision of this chapter which becomes effective by declaration of the Director shall, while temporarily in effect, take precedence over other conflicting provisions of law normally in effect, except that it shall not take precedence over provisions of law relating to traffic accidents, emergency travel of authorized emergency vehicles, or emergency traffic directions by a police officer.

§ 71.08 SIGNS TO MARK SNOW EMERGENCY ROUTES-REMOVAL AND TEMPORARY PARKING PROHIBITION.

- (A) Signs reading, "Emergency. No Parking. Snow Removal." will be posted along the routes that will have snow removed.
- (A) If no declaration is in effect but the Director determines that any street or portion thereof requires sanding, salting or snow removal, he may establish a temporary parking prohibition for that purpose. Any such prohibition shall be advertised by temporary signs placed on the street(s) involved.
- (B) If, as a result of one or more storms, the Director determines that snow has accumulated to a point that creates a hazard, he may establish a special prohibition limiting parking to one side of a street or prohibiting it entirely. When parking is limited to one side, such parking shall only be permitted on the odd-numbered side of the street, unless an existing ordinance, rule or regulation establishes parking only on the even-numbered side of that street. On such streets or portions thereof, the existing regulation shall take precedence.



In the year Two Thousand and Five

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic by deleting Sections 70.61-70.65 dealing with snow removal and amending Chapter 71: Snow Emergency Regulations of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

(C) A special parking prohibition may be established on a city-wide basis for any district or area of the city, or for any street or portion thereof. Any such prohibition shall be advertised as required for an emergency declaration. Additionally, on any street located within the central business district that is affected by the prohibition, temporary signs prohibiting parking shall be erected. Special prohibitions shall be terminated when the unsafe condition has abated and, in no event, shall extend beyond May 15th following its Manchester, NH Code of Ordinances establishment.

§ 71.09 REMOVAL, IMPOUNDING, AND RETURN OF VEHICLES.

Removal, impounding, and return of vehicles shall be handled in the same manner as set forth in \$70.70 et seq., which is incorporated herein by reference.

\S 71.10 CITATION ON VEHICLE LEFT PARKED IN VIOLATION OF THIS CHAPTER.

Whenever any motor vehicle without a driver is found parked or left in violation of any provision of this chapter, and is not removed and impounded as provided for in this chapter, the officer finding such vehicle shall take its registration number and any other information displayed on the vehicle which may identify its user, and shall conspicuously affix to such vehicle a traffic citation, on a form provided by the Police Department, for the driver to answer to the charge against him within 24 hours during the hours and at a place specified in the citation.

§ 71.11 FAILURE TO COMPLY WITH TRAFFIC CITATION.

If a violator of this chapter does not appear in response to a traffic citation affixed to such motor vehicle in accordance with this chapter within a period of 24 hours, the clerk of the traffic court or other appropriate person shall issue a warrant of arrest.

§ 71.12 EVIDENCE WITH RESPECT TO VEHICLES IN VIOLATION.

In any prosecution with regard to a vehicle parked or left in a place or in a condition in violation of any provision of this chapter, proof that the particular vehicle described in the complaint was parked or left in violation of a provision of this chapter, together with proof that the defendant named in the complaint was at the time the registered owner of such vehicle, shall constitute prima facie evidence that the defendant was the person who parked or left the vehicle in violation of this chapter.

In the year Two Thousand and Five

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic by deleting Sections 70.61-70.65 dealing with snow removal and amending Chapter 71: Snow Emergency Regulations of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

§ 71.13 OVERNIGHT WINTER PARKING.

- (A) It shall be unlawful for any person having custody or control of any vehicle to park or cause to be parked said vehicle on any public street or highway between the hours of 1:00 a.m. and 6:00 a.m. during the period of November 15th and May 15th except as noted in divisions (B), (C) and (D).
- (B) No person shall park or leave a vehicle parked on streets between the hours of 1:00 a.m. and 6:00 a.m. of any day except that persons may park or leave vehicles parked on even house numbered sides of such streets on even-numbered days of each calendar month, and on odd numbered sides of streets on odd-numbered days of each calendar month.
- (C) On streets where one side only of an entire block is so posted against parking that the effect is to prohibit parking during the hours of 1:00 a.m. and 6:00 a.m. every day, the provisions of division (B) shall not apply to the side of the street directly opposite the side where parking is so prohibited, and parking shall be permitted on such opposite sides of the street unless such parking is otherwise specifically prohibited.
- (D) Nothing in this section shall be construed so as to permit any vehicle to be parked or to be left parked on any street or public way so as to interfere with or hinder the removal or plowing of snow or the sanding/salting of streets by the city, nor to permit the parking or leaving of a vehicle parked in violation of any other section of this chapter including declarations of snow emergencies by the Public Works Director.
 - (E) No signage shall be required for overnight winter parking.
- (F) The area bounded on the south side by and including Pleasant Street; on the north by and including Mechanic Street; on the west by and including Canal Street; and on the east by and including Franklin Street is hereby exempted from the provisions of odd and even parking as provided in subsections (A), (B) and (C) above.

§ 71.14 IMPOUNDMENT.

- (A) Any vehicle parked in violation of the terms of this chapter may be subject to removal and impoundment. Removal, impounding and return of the vehicle shall be handled in the same manner as set forth in § 70.70 et seq., which is incorporated herein by reference.
- (B) A precondition to the release of a towed vehicle shall be the payment by the party seeking the release of said vehicle of all fees and charges incurred by the city and/or the towing company in the towing and storage of said vehicle. The vehicle shall not be released until the person requesting it presents satisfactory evidence of his/her right to possession and signs a receipt upon receiving the vehicle.



In the year Two Thousand and Five

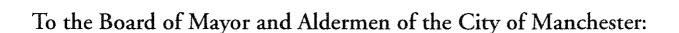
An Ordinance

"Amending Chapter 70: Motor Vehicles and Traffic by deleting Sections 70.61-70.65 dealing with snow removal and amending Chapter 71: Snow Emergency Regulations of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

§ 71.99 PENALTY.

- (A) Each such owner or operator of a vehicle who violates any provision of this chapter or Chapter 73, Parking Schedules, may, within seven days of the time when such notice was attached to such vehicle pay to the Parking Violations Bureau in person or by mail, for and in full satisfaction of such violation, the sum of \$25.
- (B) Failure to make such payment within seven days following a violation shall result in a minimum fine of \$50 and may subject the owner or operator of the motor vehicle to an appearance in district court and a fine of not more than \$100 upon conviction thereof.
- III. This ordinance shall take effect upon its passage.



The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that chapter and chapter 335 of the Sessions Laws of 1951.

Section 70.36 Stopping, Standing, or Parking Prohibited

STOP SIGNS:

On Douglas Street at Whittemore Avenue, NWC

NO PARKING:

On Rebel Lane, west side, from a point 105 feet north of Gurtner Street to a point 90 feet north

On Harvard Street, south side, from Lincoln Street to a point 120 feet east

On Seames Drive, south side, from a point 105 feet east of South Willow Street to a point 70 feet easterly

On Hill Street, east side, from a point 48 feet south of Master Street northerly to the dead end

RESCIND NO PARKING:

On Harvard Street, south side, from Lincoln Street to a point 230 feet easterly

NO PARKING DURING SCHOOL HOURS:

On Joshua Drive, north and side sides, from Roysan Street to Hoyt Street On Lewis Street, north side, from James Pollock Drive to a point 150 feet easterly

NO TRUCKS ALLOWED:

On Hall Street from Bell Street to Cedar Street



Traffic Report Page 2.

REPEALING PROVISIONS

That all rules and regulations now in effect in accordance with the provisions of an Ordinance "Chapter 70 Motor Vehicles and Traffic" as adopted August 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted be repealed.

(Unanimous vote)

Respectfully submitted,

Lek Berner

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully advises, after due and careful consideration, that they have requested the Police Chief to provide a police detail at the Victory Parking Garage on Thursday, Friday and Saturday nights due to recent vandalism and that this detail be paid for by the owners of Club Liquid. (Unanimous vote)

Respectfully submitted,

Les Berner



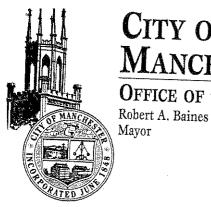
To the Board of Mayor and Aldermen of the City of Manchester:

The Special Committee on Riverfront Activities and Baseball respectfully advises, after due and careful consideration, that they have authorized the Finance Officer to release letters of credit relating to the Riverfront Development project in accordance with the Make-Whole agreement as the project has reached the 60% completion level.

(Unanimous vote – Alderman Gatsas absent)

Respectfully submitted,

Lun Berner



CITY OF MANCHESTER

Nominated 10/04/2005

OFFICE OF THE MAYOR

Mayor

One City Hall Plaza

Manchester, NH 03101-1932

Phone: 603.624.6500 (V/TTY)

Fax: 603.624.6576

www.ManchesterNH.gov

To:

Board of Mayor and Aldermen

From:

Mayor Robert Baines

Re:

Nominations

Date:

October 4, 2005

I am nominating the following individual(s) to serve on the following board(s), commission(s), or authority(ies)

Planning Board

Steven B. Hinchee to fill the unexpired term of Mark Isenberg, term to expire May 1, 2006.

Don Veilleux to serve as the Ex-Officio Member of the Board.

Conduct Board

Douglas Wenners to succeed himself, term to expire October 1, 2008.

Southern New Hampshire Planning Commission

Alderman Daniel P. O'Neil to serve as a Manchester representative on the Commission.

14-16

Steven B. Hinchee 83 Cass Street Manchester, NH 03103 (603) 623-2602

OBJECTIVE

Continue growth and advancement in the financial arena. Take an active role in organizations that are community focused. Work with local leaders and businesses to help meet the needs of an ever growing and changing city dynamic.

RELEVANT WORK EXPERIENCE

AVP, Business Development and Sales Manager

- > Small business lender.
- > Develop and grow business relationships.
- > Provide coaching and counseling to management team.
- > Responsible for meeting sales and budget goals.
- Develop internal sales campaigns.

Customer Sales and Service Manager

- > In branch sale campaign coordinator.
- Mortgage and consumer lender.
- > Staff development and training point person.
- Generate reports for upper manager.
- Employee reviews and performance improvement plans.

Assistant Banking Center Manager

- Focus on operational needs and training.
- > Primary consumer lender.

EDUCATION

Trinity High School (graduated 1990) American Institute of Banking New Hampshire College

PROFESSIONAL ASSOCIATIONS

American Institute of Banking -VP and Director of Education (1992-1994)
American Cancer Society Relay for Life (1995-2004) Co-Chair 2004
Fire Prevention City of Manchester (2003-present)
Kiwanis Club of Bedford-Treasurer / Secretary (1999-2002)
United Way of Manchester-Loan Executive 1997- Acct. solicitor (1998-present)

EMPLOYMENT HISTORY

Teller / Manager Aisle clerk Bank of New Hampshire Alexander's / Shop N Save 1991-Pesent 1986-1991



City Of Manchester Department of Highways Environmental Protection Division

300 Winston Street Manchester, New Hampshire 03103-6826 (603) 624-6595 Fax (603) 628-6234



Frank C. Thomas, P.E. Public Works Director

Kevin A. Sheppard, P.E. Deputy Public Works Director

October 11, 2005

The Honorable Board of Mayor and Aldermen One City Hall Plaza Manchester, New Hampshire 03101

RE: Warrant for Sewer Charges Levy 2005

Period #2

Dear Board Members:

Please be advised that the warrant for Sewer Charges encompassing all delinquent sewer rental charges from May 20, 2005 to August 18, 2005, in accordance with RSA:9 and 252:10, that are to be committed to the Collector of Taxes will be included on the agenda for the October 18, 2005 meeting of the Board of Mayor and Aldermen. A clerk will submit the amount of said warrant at the time of the meeting.

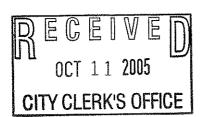
Sincerely,

June George

Business Service Officer

June Deorge

/JG





In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Sixteen Thousand Dollars (\$16,000) for the 2006 CIP 214106 Firesafe Intervention Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of Federal, State and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept funding in the amount of \$16,000 allocated to Hillsborough County from the New Hampshire Division for Children Youth and Families for the implementation of the Firesafe Intervention Program;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By adding:

FY2006 CIP 214106 - Firesafe Intervention Program - \$16,000 State

21

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Programs, authorizing and appropriating funds in the amount of Three Hundred Fifty Two Thousand Three Hundred Seventy Seven Dollars and Forty Five Cents (\$352,377.45) for FY2006 CIP 411706 – 2006 Homeland Security & Hazardous Materials Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept funding in the amount of \$352,377.45 for the implementation of the 2006 Homeland Security & Hazardous Materials Project and;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

1) By adding:

FY2006 CIP 411706 - 2006 Homeland Security & Hazardous Materials Project

A)	Multi-Hazardous Response Unit -	\$ 47,000.00
B)	Wireless Network Equipment -	\$103,000.00
C)	Breathing Air Compressor & Cascade System -	\$ 60,000.00
D)	Fibre Optic Project	\$146,377.45
2)	Total	\$352.377.45 - State



In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Programs, authorizing and appropriating funds in the amount of Forty Five Thousand Dollars (\$45,000) for FY2006 CIP 610506 Valley Cemetery Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept additional funds in the amount of \$45,000 from the Samuel P. Hunt Foundation and Friends of the Valley Cemetery to assist in the rehabilitation of the Valley Street Cemetery fencing and;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By increasing:

FY2006 CIP 610506 Valley Cemetery (Auburn Street Fence) - \$45,000 Other From \$85,000 (\$35,000.00 Other & \$50,000 Cash) to \$130,000 (\$80,000 Other & \$50.000 Cash)

91

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY 2004, 2005 and 2006 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for FY2006 CIP 612206 Neighborhood Revitalization Economic Incentive Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004, 2005, and 2006 CIP as contained in the 2004, 2005, and 2006 CIP budget; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant, and HOME funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to support the implementation of the Neighborhood Revitalization Economic Incentive Program through the transfer, authorization and appropriation of \$150,000 and;

WHEREAS, existing funds in at least that amount are available from the proceeds of CDBG Program Income and other previously funded CIP Projects;

NOW, THEREFORE, be it resolved that the 2004, 2005 and 2006 CIP's be amended as follows:

- By adding:
 FY 2006 612206 Neighborhood Revitalization Economic Incentive Program \$150,000

 CDBG
- 2) By authorizing:
 Unprogrammed CDBG Program Funds \$76,852.14
- 3) By decreasing:
- a. FY 2004 610804 ADA Compliance-Planning \$32,983.24
- b. FY 2005 211205 Elderly Services Transportation Project \$21,000.00
- c. FY 2005 810405 ADA Compliance-Human Resources \$19,164.62



In the year Two Thousand and Five

A RESOLUTION

"Amending the FY 2006 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Thousand Two Hundred Dollars (\$2,200) for FY2006 CIP 612306 Facility Repairs – Manchester Emergency Housing Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant, and HOME funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to use existing funds in the amount of \$2,200 to assist with chimney repairs at the Manchester Emergency Housing facility and;

WHEREAS, existing funds in at least that amount are available from unprogrammed Emergency Shelter Grant (ESG) funds;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

- 1) By adding: FY 2006 612306 - Facility Repairs - Manchester Emergency Housing - \$2,200 ESG
- 2) By decreasing: \$2,200 of Unprogrammed Emergency Shelter Grant (ESG) Funds

21

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Forty Thousand Dollars (\$140,000) for various CIP Projects."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of Federal, State and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to utilize \$140,000 of a reimbursement from the State of New Hampshire Department of Transportation to create two conservation projects in the City; and

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

- 1) By creating:
 - a) FY2006 CIP 712906 Manchester Watershed Conservation/Preservation Project \$100,000 Other
 - b) FY2006 CIP 713006 Crystal Lake Conservation Fund Project \$40,000 Other



In the year Two Thousand and Five

A RESOLUTION

"Authorizing the Finance Officer to effect a transfer of One Thousand Dollars (\$1,000.00) from Contingency to Highway - Miscellaneous"

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the Finance Officer be and is hereby directed to effect a transfer from Contingency Adjustment as follows:

Miscellaneous

Account 5000C10890......\$1,000.00

Resolved, that this resolution shall take effect upon its passage.

For "municipal/county clean-up project"